

**UNITED STATES ARMY**

**CONTRACTING COMMAND**



**BATTLE BOOK FOR CONTRACTING**

## **INTRODUCTION/PURPOSE**

**a. The “Battle Book” is published by the Wiesbaden Regional Contracting Center (WRCC), Host Nation support Section in an effort to enhance the planning and procurement process involved in providing life and logistical support for units participating in field exercises and contingencies within Europe. The Book contains information and guidance that can be applied to any exercise or deployment, regardless of size. Experience has taught us that effective communication is a major key to success. Therefore the contents of the Battle Book are designed to improve communications between the planners, the requiring activities, the hosting units, and the contracting community. It should be understood that this Book is intended to be a guide only, and it is not to be construed as the final work in identifying requirements or delineating specifications. The intent is to provide information and guidance that will assist the commanders in making effective and economical decisions. Note also that some of the book is published in double spaced type to facilitate its easy reading and allow space for notes, etc.**

**b. You can provide valuable input for future revision of this book, which will allow the continued improvement of the process. Your comments, suggestions, and lessons learned are invited. Please forward your comments to Commander, Wiesbaden Regional Contracting Center, ATTN: AEUCC-C-ASA\B, CMR 410, BOX 741, APO AE 09096. Telephone number is DSN 336-2197, commercial 0611-816-2197. Point of contact in the Host Nation section is Mr. Marius Fara.**

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|             | <b>(5) Permanent Facilities</b>                                       |               |
|             | <b>(6) Petroleum</b>  |               |
|             | <b>(7) Services</b>   |               |

## **ORGANIZATIONAL CHARTS**

- (1) Acquisition Authority**
- (2) Belgium**
- (3) Contracting Organization in USAREUR**
- (4) Federal Republic of Germany**
- (5) Luxembourg**
- (6) Netherlands**
- (7) United Kingdom**

## **SAMPLE PLOT PLANS**

- (1) Latrine/Showers Facilities**
- (2) Maintenance Tent**
- (3) Tent 1**
- (4) Tent 2**
- (5) Wash Rack**

## **A. GENERAL INFORMATION**

### **1. APPLICABILITY**

**The contents of this Battle Book are sequenced to permit exercise and deployment planners to follow the logistic support requirement for operations from the Port of Embarkation. However, the information and data applies equally to any exercise or deployment contingency, regardless of size. The planner can select the applicable portions of the material and apply them to the instant situation.**

### **2. DISCUSSIONS**

**The primary elements of procuring logistic support are; accurately defining the requirements, determining the available sources, negotiating a fair and reasonable price, and finally, executing appropriate contractual documents.**

**a. Part XII of this Book is devoted to information and data that will aid you in defining your requirements. In Government contracting, both specifications and requirements are to be written to meet the Government's minimum need, and they should not be written in a manner that restricts the competitive process. In addition, economic considerations dictate that "gold plating" be eliminated.**

**b. The following discussion addresses sources and provides a brief description of how to obtain support through these sources.**

**(1) USAREUR (Command Resources):** There are a vast amount of internal resources within US Army Europe. Prior to initiating a request for contracting support, a review should be made to determine the availability and feasibility of using these USAREUR resources. The use of USAREUR resources is normally handled by the issuance of tasking orders by Headquarters USAREUR.

**(2) USAFE (US Air Force Europe Resources):** The US Air Force plays a vital role in supporting US Army Europe. The use of USAFE resources is normally handled by interservice support agreements and tasking orders coordinated between Headquarters USAFE, and Headquarters USEUCOM.

**(3) Host Nation Support:** The NATO member and NATO participating countries provide an enormous amount of logistic support whenever possible. This support is obtained through contractual arrangements with the various countries. The mechanism for obtaining support from a Host Nation is largely through US Government contracting channels. The authority for acquiring such support is the NATO Mutual Support Act of 1979 (NMSA) as amended in 1995. The NMSA is implemented by Mutual Support Agreements and Acquisition Cross Servicing arrangements negotiated and concluded by USAREUR, DCSRM, Agreements Division (EUCOM Directive 60-8, 24 May 1996) that generally permit orders to be placed against them. Planners should know that, IAW UR 12-16, this type of support must be obtained through contractual procedures and that all US Army Europe requirements for NMSA support over \$25,000 must be submitted to the Wiesbaden Regional Contracting Center.

**(4) Commercial Sources:** The European commercial communities will provide the bulk of supplies and services utilized during exercises and contingencies. A partial list of available commodities and services are delineated in Part XII-A. Support acquired from commercial sources is through contractual arrangements. It should be noted that it is a violation of Army Regulations and Federal laws for anyone other than a Contracting Officer to enter into a contract or otherwise obligate government funds. Part XV of this book discusses unauthorized commitments. The specific contracting office responsible for the procurement of your commercial requirements is determined by several factors, i.e. type of requirement, geographical location, estimated dollar value, and contractual authority of deployed contracting personnel, if any. USACCE Pamphlet 715-3 and USACCE SOP 12 provide detailed instructions on the submission and identification of each Purchase Request and Commitment (PR&C) document, DA Form 3953.

**(5) Telephones:** In accordance with USAREUR Regulation 25-22, all telephone requirements directly involving Deutsche Telekom (Bundespost) are to be submitted through the ASG Communications and Electronic (CE) Officer to HQ 5<sup>th</sup> SIGNAL CMD, DCSOPS, ATTN: ASQE-OP-SC; APO 09056. (NOTE: Although these requirements will be handled by 5<sup>th</sup> SIGNAL CMD, if it is in a facility provided by the Host Nation, the Host Nation representatives need to know these requirements to assess facility suitability. Therefore, identify these communication requirements on the Host Nation Statement of Requirements as FOR INFORMATION ONLY.)



## **B. SPECIAL CONSIDERATIONS**

**1. Planners must give special consideration to certain critical factors when determining what is feasible in a particular situation. The following are some critical factors to be considered:**

**a. Safety, Health, and Welfare of Personnel:** The safety, health and welfare of personnel should never be compromised. These should be the most important considerations in determining the requirements, defining the specifications, and selecting the procurement sources. The welfare of US soldiers can be placed in serious jeopardy as a result of inadequate planning, poor contractor performance, or inadequate monitoring of contractor performance by the Contracting Officer Representatives (COR). While faulty equipment can pose safety problems, the most common safety hazard experienced is improper equipment for the specific job. When developing requirements and specifications, think Safety, Health, and Welfare.

**b. Weather:** When planning exercises, the season and the weather forecasted for that period must be considered. In addition, the weather immediately preceding an exercise or deployment is an important factor as inclement weather extends the time it takes to erect tents, etc.

**c. Market Availability:** The availability of specific commodities (tents, showers, latrines, etc.) is greatly influenced by the local conditions. Requirements for exercises, for example, that occur during festive seasons must compete with the demands of the fests themselves. The result is often high prices or non-availability.

**d. Competition In Contracting Act: The Competition contracting Act (CICA) of 1984 requires the maximum use of the competitive process. When requirements are developed that permit acquisition from only one source, the requiring activity must provide full documentation as to why the supplies or services can only be acquired from that source. This is time consuming and requires considerable documentation. Utilizing full and open competition normally results in the least time and lowest cost to the Government. The bottom line is making every effort to establish requirements that can be met by the open market on a competitive basis. Certain waivers and higher competition thresholds are authorized for “declared contingencies”. This is done to assist the contracting personnel in obtaining vital mission requirements as expeditiously as possible.**

**e. Security: Classified requirements require special handling and in many cases the sources and market availability is extremely limited. They must often be procured from or through a host nation arrangement. Consistent with mission needs, classified requirements should be minimized. When a valid classified requirement exists, early submission of requirements to the contracting activities is an absolute must.**

### **C. PROCUREMENT LEAD TIME/MILESTONES**

**1. Exercise planners often fail to take into consideration the administrative and procurement lead time involved in the acquisition process. The time it takes to issue solicitations, negotiate, and execute contracts is lengthy at best, when done in accordance with the law. Examples of some of the factors that impact upon contracting and its lead time are:**

**a. The support agreements that exist between the US Government and the Host Nation stipulate that requests for Host Nation Support must reach the Host Nation 90 days prior to need:**

**b. Federal Acquisition Regulations (FAR) require that all acquisitions for commercial support, with a cost estimate of over \$100,000, be solicited and the solicitation must stay open for not less than thirty (30) days;**

**c. The Competition in Contracting Act (CICA) 1984 does not allow deviations from established competitive procedures based on lack of planning; and**

**d. Contractors, when not given adequate time to prepare well planned and carefully priced proposals, will often charge higher prices to compensate for possible problems and additional labor cost. This situation may also result in less than acceptable supplies and services being provided.**

2. The following milestones have been established, taking into consideration the European Market, the Host Nation Agreement process, and the Federal Acquisition Regulations. It is imperative that planners take the necessary action to ensure that these milestones are met.

**ACQUISITION MILESTONES  
FOR  
SIGNIFICANT FTX AND CPX**

**US ARMY CONTRACTING COMMAND, EUROPE**

| <b><u>DUE: DATE</u></b><br><b>(STARTEX - _____ MONTHS)</b> | <b><u>DATA ELEMENT</u></b>   | <b><u>GENERATED BY</u></b>                                       | <b><u>PROVIDED TO</u></b>        |
|--|--|--|----------------------------------|
| X-8  | Acquisition Planning Conference (ATLANTIC RESOLVE only)                  | Wiesbaden Regional Contracting Center                            | Exercise Planners                |
| X-6  | Preliminary Listing of BENELUX/FRG/BAOR Host nation Support Requirements | All Major Subordinate Commands                                   | Wiesbaden Reg Contracting Center |
| X-5  | Nomination of COR's and Ordering Officers                                | All Major Subordinate Commands                                   | Applicable Contracting Activity  |
| X-5  | Submittal of Commercial Port Requirements (ATLANTIC RESOLVE only)        | MTMC   | See Part II A                    |
| X-4  | Submittal of Commercial Requirements over \$100,000                      | Major Subordinate Commands                                       | Wiesbaden Reg Contracting Center |
| X-3  | Submittal of Finalized BENELUX FRG/BOAR Logistics Support Plan           | Wiesbaden Regional Host Nation Contracting Center Representative |                                  |

**ACQUISITION MILESTONES  
FOR  
SPECIAL PURPOSE EXERCISES  
US ARMY CONTRACTING COMMAND, EUROPE  
(Continued)**

| <b><u>DUE: DATE</u></b>         | <b><u>DATA ELEMENT</u></b>   | <b><u>GENERATED BY</u></b>                                    | <b><u>PROVIDED TO</u></b>                       |
|---------------------------------|--|---|---|
| <b>(STARTEX - _____ MONTHS)</b> |  |   |   |
| <b>X-3</b>                      | <b>Submittal of<br/>Commercial<br/>Requirements between<br/>\$50,000 - \$100,000</b> | <b>Major Subordinate<br/>Commands and<br/>Component Units</b> | <b>Wiesbaden Reg<br/>Contracting<br/>Center</b> |
| <b>X-1</b>                      | <b>Submittal of<br/>Commercial Requirements<br/>Under \$50,000</b>                   | <b>Major Subordinate<br/>Commands and<br/>Component Units</b> | <b>Applicable<br/>Contracting<br/>Activity</b>  |

#### **D. CONTRACTING POINTS OF CONTACT**

| <b><u>Office</u></b>                | <b><u>Military</u></b> | <b><u>Civilian</u></b>    |
|-------------------------------------|------------------------|---------------------------|
| <b>SERVICES BRANCH WRCC</b>         | <b>336-2187</b>        | <b>0611-816-2187</b>      |
| <b>Commercial Exercise Section</b>  | <b>336-2194/2195</b>   | <b>0611-816-2194/2195</b> |
| <b>Host Nation Exercise Section</b> | <b>336-2195/2194</b>   | <b>0611-816-2194/2195</b> |
| <b>FAX Number For Above Offices</b> | <b>336-2104</b>        | <b>0611-816-2104</b>      |

#### **REGIONAL CONTRACTING OFFICES:**

|                                |                      |                           |
|--------------------------------|----------------------|---------------------------|
| <b>BAD KREUZNACH, GE</b>       | <b>490-7436/7438</b> | <b>0671-609-7436/7438</b> |
| <b>BRUSSELS, BEL - BENELUX</b> | <b>365-9401</b>      | <b>0032-2-7053441</b>     |
| <b>GRAFENWOEHR, GE</b>         | <b>475-7192/7184</b> | <b>09641-83-7192</b>      |
| <b>SECKENHEIM, GE</b>          | <b>375-7576/7579</b> | <b>0621-487-7576</b>      |
| <b>STUTTGART, GE</b>           | <b>421-2477</b>      | <b>0711-7292480</b>       |
| <b>VICENZA, IT</b>             | <b>634-3907/3915</b> | <b>0039-444-381277</b>    |
| <b>WUERZBURG, GE</b>           | <b>351-4219/4274</b> | <b>0931-21100/29700</b>   |

## **E. REFERENCES/ACRONYMS**

The following references are for general information/guidance only.  
They are referenced specifically in the book content as they apply:

**Federal Acquisition Regulation (FAR)**

**Department of Defense FAR Supplement (DFARS)**

**Army FAR Supplement (AFARS)**

**NATO Mutual Support Act (1979)**

**EUCOM Directive 60-8, Mutual Logistics Support Using Acquisition  
Cross-Servicing Agreements, 24 May 1996**

| <b><u>ARMY Reg</u></b> | <b><u>USAREUR Reg</u></b> | <b><u>USAREUR PAM</u></b> | <b><u>USACCE Reg</u></b> | <b><u>USACCE PAM</u></b> |
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| 710-2                  |                           |                           |                          |                          |

## **ACRONYMS**

|                    |   |
|--------------------|---|
| <b>AAFES</b>       | <b>Army/Air Force Exchange System</b>                   |
| <b>AFARS</b>       | <b>Army Federal Acquisition Regulation Supplement</b>   |
| <b>AOR</b>         | <b>Area of Operation</b>                                |
| <b>APC</b>         | <b>Accounting Processing Code</b>                       |
| <b>APOD</b>        | <b>Aerial Port of Debarkation</b>                       |
| <b>AR</b>          | <b>Army Regulation</b>                                  |
| <b>AR (CY)</b>     | <b>Atlantic Resolve (CY represents Calendar Year)</b>   |
| <b>ARC</b>         | <b>AFCENT Reserve Corps</b>                             |
| <b>ARCOM</b>       | <b>7<sup>th</sup> Army Command Reserve</b>              |
| <b>ARRC</b>        | <b>Allied Command Europe, Rapid Reaction Corps</b>      |
| <b>ASG</b>         | <b>Area Support Group</b>                               |
| <b>AUEL</b>        | <b>Automated Unit Equipment List</b>                    |
| <b>AVIM Spt</b>    | <b>Aviation Intermediate Maintenance Support</b>        |
| <b>AWE</b>         | <b>Army Warfighting Experiment</b>                      |
| <b>BAOR</b>        | <b>British Army of the Rhein</b>                        |
| <b>BBS</b>         | <b>Brigade Battle Simulation</b>                        |
| <b>BE</b>          | <b>Belgium</b>  |
| <b>BENELUX</b>     | <b>Belgium, Netherlands, Luxembourg</b>                 |
| <b>CDR HHC</b>     | <b>Commander, Headquarters and Headquarters Company</b> |
| <b>CEPS</b>        | <b>Central European Pipeline System</b>                 |
| <b>CICA</b>        | <b>Competition in Contracting Act of 1984</b>           |
| <b>CINCUSAREUR</b> | <b>Commander in Chief, Europe</b>                       |
| <b>CLIN</b>        | <b>Contract Line Item Number</b>                        |
| <b>CMTC</b>        | <b>Combat Maneuver Training Course</b>                  |
| <b>CMOC</b>        | <b>Civil Military Operations Center</b>                 |



|                  |   |
|------------------|---|
| <b>CONUS</b>     | <b>Continental United States</b>                            |
| <b>COR</b>       | <b>Contracting Officer Representative</b>                   |
| <b>CPTM</b>      | <b>Central Planning Team Meeting</b>                        |
| <b>CPX</b>       | <b>Command Post Exercise</b>                                |
| <b>CTP</b>       | <b>Commercial Ticket Program</b>                            |
| <b>DAMPL</b>     | <b>Department of the Army Master Priority List</b>          |
| <b>DCSLOG</b>    | <b>Deputy Chief of Staff, Logistics</b>                     |
| <b>DCSOPS-EX</b> | <b>Deputy Chief of Staff, Operations, Exercise Division</b> |
| <b>DCSRM</b>     | <b>Deputy Chief of Staff, Resource Management</b>           |
| <b>DEH</b>       | <b>Directorate of Engineering and Housing</b>               |
| <b>DPQ</b>       | <b>Defense Planning Questionnaire</b>                       |
| <b>ENDEX</b>     | <b>End of Exercise Planning Guide</b>                       |
| <b>EOE</b>       | <b>Element of Expense</b>                                   |
| <b>FAA</b>       | <b>Forscom Action Agent</b>                                 |
| <b>F&amp;AO</b>  | <b>Finance and Accounting Office</b>                        |
| <b>FOO</b>       | <b>Field Ordering Officer</b>                               |
| <b>FOB</b>       | <b>Forward Operating Base</b>                               |
| <b>FTX</b>       | <b>Field Training Exercise</b>                              |
| <b>GE</b>        | <b>Germany</b>  |
| <b>GTA</b>       | <b>Grafenwoehr Training Area</b>                            |
| <b>GOCO</b>      | <b>Government Owned, Contractor Operated</b>                |
| <b>HN</b>        | <b>Host Nation</b>  |
| <b>HNG</b>       | <b>Host Nation Government</b>                               |
| <b>IA</b>        | <b>Implementing Arrangement</b>                             |
| <b>IAW</b>       | <b>In Accordance With</b>                                   |

|              |  |
|--------------|--|
| <b>ICW</b>   | <b>In Coordination With</b>                            |
| <b>IPC</b>   | <b>Initial Planning Conference</b>                     |
| <b>IPR</b>   | <b>Initial Planning Review</b>                         |
| <b>ISB</b>   | <b>Intermediate Station Base</b>                       |
| <b>JDS</b>   | <b>Joint Development System</b>                        |
| <b>JFACC</b> | <b>Joint Forces Air Component Commander</b>            |
| <b>JMEX</b>  | <b>Joint Movement Exercise</b>                         |
| <b>JMCC</b>  | <b>Joint Movement Coordination Center</b>              |
| <b>JOPES</b> | <b>Joint Operational Planning and Execution System</b> |
| <b>JSCP</b>  | <b>Joint Strategic Capabilities Plan</b>               |
| <b>JTF</b>   | <b>Joint Task Force</b>                                |
| <b>JULLS</b> | <b>Joint Universal Lessons Learned</b>                 |
| <b>JVCC</b>  | <b>Joint Visitors Control Center</b>                   |
| <b>LOC</b>   | <b>Line Of Communication</b>                           |
| <b>LUX</b>   | <b>Luxembourg</b>                                      |
| <b>MACOM</b> | <b>Major Army Command</b>                              |
| <b>MDA</b>   | <b>Multi National Deployment Agency</b>                |
| <b>METL</b>  | <b>Mission Essential Task List</b>                     |
| <b>MOGAS</b> | <b>Motor Gasoline</b>                                  |
| <b>MOU</b>   | <b>Memorandum Of Understanding</b>                     |
| <b>MP</b>    | <b>Military Police</b>                                 |
| <b>MRT</b>   | <b>Mobile Radio Telephone</b>                          |
| <b>MSA</b>   | <b>Mutual Support Agreement</b>                        |
| <b>MTMC</b>  | <b>Military Traffic Command</b>                        |
| <b>NATO</b>  | <b>North Atlantic Treaty Organization</b>              |
| <b>NCF</b>   | <b>NATO Composite Force</b>                            |
| <b>NMSA</b>  | <b>NATO Mutual Support Act of 1979</b>                 |
| <b>NL</b>    | <b>Netherlands</b>                                     |

|                 |  |
|-----------------|--|
| <b>NMT</b>      | <b>National Movement Team</b>  |
| <b>NTV</b>      | <b>Nontactical Vehicle</b>   |
| <b>ODC</b>      | <b>Office of Defense Cooperation</b>                                 |
| <b>OTW</b>      | <b>Operations Other Than War</b>                                     |
| <b>PAD</b>      | <b>Pomcus Authorization Document</b>                                 |
| <b>PAP</b>      | <b>Personnel Assistance Point</b>                                    |
| <b>PAO</b>      | <b>Public Affairs Officer</b>  |
| <b>PDSS</b>     | <b>Predeployment Site Survey</b>                                     |
| <b>POC</b>      | <b>Point of Contact</b>  |
| <b>POMCUS</b>   | <b>Prepositioned Organizational Material Configured to Unit Sets</b> |
| <b>POL</b>      | <b>Petroleum, Oil and Lubrication</b>                                |
| <b>POL/MIL</b>  | <b>Political/Military</b>  |
| <b>PR&amp;C</b> | <b>Purchase Request and Commitment, DA Form 3953</b>                 |
| <b>PSC</b>      | <b>Primary Subordinate Command</b>                                   |
| <b>PSYOPS</b>   | <b>Psychological Operations</b>                                      |
| <b>PX</b>       | <b>Post Exchange</b>   |
| <b>QAO</b>      | <b>Quality assurance Officer</b>                                     |
| <b>RA</b>       | <b>Requiring Activity</b>  |
| <b>RAA</b>      | <b>Redeployment Assembly Area</b>                                    |
| <b>RTOC</b>     | <b>Rear Tactical Operations Center</b>                               |
| <b>SACLANT</b>  | <b>Supreme Allied Commander, Atlantic</b>                            |
| <b>SETAF</b>    | <b>Southern Europe Task Force</b>                                    |
| <b>SOCEUR</b>   | <b>Special Operations Command, Europe</b>                            |
| <b>SOF</b>      | <b>Special Operations Forces</b>                                     |
| <b>SPECAT</b>   | <b>Special Category</b>  |
| <b>SPOD</b>     | <b>Seaport of Debarkation</b>  |
| <b>STARTEX</b>  | <b>Start Of Exercise</b>   |

|                 |  |
|-----------------|--|
| <b>SUPCOM</b>   | <b>Support Command</b>   |
| <b>TAA</b>      | <b>Tactical Assembly Area</b>  |
| <b>TACSIM</b>   | <b>Tactical Simulation</b>   |
| <b>TRSA</b>     | <b>Theater Reserve Storage Area</b>  |
| <b>TPFDD</b>    | <b>Time Phased Force Deployment Data</b>   |
| <b>TTCE</b>     | <b>Transportation Terminal Command, Europe</b>   |
| <b>TTCE-TMD</b> | <b>Transportation Terminal Command, Europe,<br/>Transportation Management Division</b> |
| <b>UCIRF</b>    | <b>USAREUR Central Intelligence Readiness Facility</b>                                 |
| <b>UK</b>       | <b>United Kingdom</b>  |
| <b>URAP</b>     | <b>USAREUR Remedial Action Program</b>   |
| <b>USACCE</b>   | <b>United States Army Contracting Command, Europe</b>                                  |
| <b>USACEGE</b>  | <b>United States Army Central Equipment Group, Europe</b>                              |
| <b>USAFE</b>    | <b>United States Air Force, Europe</b>   |
| <b>USAREUR</b>  | <b>United States Army, Europe</b>  |
| <b>USASETAF</b> | <b>United States Army Southern Europe Task Force</b>                                   |
| <b>USEUCOM</b>  | <b>United States European Command</b>  |
| <b>USG</b>      | <b>United States Government</b>  |
| <b>VIP</b>      | <b>Very Important Person</b>   |
| <b>WRCC</b>     | <b>Wiesbaden Regional Contracting Center</b>   |

**PART II  
PORTS**

**A. SEA PORTS OF DEBARKATION (SPOD'S)**

- a. Contracting for stevedoring, off-loading, and port operations in support of military exercises is somewhat unique in the manner in which requirements are to be processed.**
- b. The following tasking assignments have been extracted from a past CINCUSARUER REFORGER Exercise Directive (4031X) (U); however, it can be generally accepted that these tasking assignments would hold true for the support of any major US military exercise:**

**(U) Coordination and submission of PR&C's regardless of dollar value for operation of and support to seaports in the southern region.**

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**Vicenza and Verona Military  
Installations**

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USASETAF, ATTN: AESE-COL-PC  
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**(END OF EXTRACTED INFORMATION)**

**c. The port commander and/or his designated representative serve as the coordinator for the submission of Purchase Request and Commitment (PR&C) documents for port operations and stevedoring services. Therefore, all requirements that are to be placed on the port services contract require the approval of the port commander and/or his designated representative. This approval is to be submitted with the PR&C.**

**d. The ports services contract should include only those services and commodities that is directly related to stevedoring operations and ship off loading functions. Exceptions are given for certain commodities and services as long as they can be provided by the port services contractor. This exception is to be used only when the port services contractor will not allow another commercial contractor to provide services on the port and it is impractical to perform the operation at a location other than the port.**

e. The following contract schedule has been extracted from a previous port service contract in support of a REFORGER exercise. This information is provided merely as an overview. The exercise planner must adjust the actual requirements and quantities to support the exercise being planned. Note the dates, name of docks and the name of the contractor have been deleted. The requirements were for the support at two separate docks.

(1) **Trailers:** Furniture distribution to be coordinated with MTMC personnel on day of installation.

(2) **Office Space in Permanent Building:**

| <b><u>Office Building Size</u></b>              | <b><u>Chairs</u></b> | <b><u>Tables</u></b> | <b><u>Desks</u></b> |
|---|----------------------|----------------------|---------------------|
| 68 sqm (2 <sup>nd</sup> Floor) Briefing Room    | 60                   | 1                    | -                   |
| 28 sqm (2 <sup>nd</sup> Floor) Command Office   | 2                    | -                    | 1                   |
| 28 sqm (2 <sup>nd</sup> Floor) TMD              | 5                    | -                    | 3                   |
| 25 sqm (2 <sup>nd</sup> Floor) Escort Office    | 12                   | -                    | -                   |
| 23 sqm (2 <sup>nd</sup> Floor) Briefing         | 5                    | -                    | 2                   |
| 21 sqm (1 <sup>st</sup> Floor) MSC              | -                    | -                    | -                   |
| 31 sqm (1 <sup>st</sup> Floor) TTCE-PAO         | 5                    | -                    | 2                   |
| 2 X 47 sqm (1 <sup>st</sup> Floor) 593d ASG 100 |                      | 2                    | -                   |
| 15 sqm (1 <sup>st</sup> Floor) ASG Secure Telex |                      | -                    | -                   |

**Quay Office**

|   |    |   |   |
|---|----|---|---|
| 40 sqm (2 rooms 2 <sup>nd</sup> Floor) Terminal | 10 | - | 5 |
|---|----|---|---|

Command

|                     |   |   |   |
|---------------------|---|---|---|
| 10 sqm Tower Office | 3 | - | - |
|---------------------|---|---|---|

All offices to be equipped with electrical heating and lighting, and waste baskets.

(3) **Furniture:** The total furniture requirement for permanent offices and porta cabins is as follows:

| <u>Dock</u>         | <u>Chairs</u> | <u>Tables</u> | <u>Desks</u> |
|---------------------|---------------|---------------|--------------|
| (name deleted) Dock | 393           | 61            | 24           |
| (name deleted) Dock | <u>180</u>    | <u>51</u>     | <u>17</u>    |
|                     | 573           | 122           | 51           |

(4) **Office Cleaning:** 11 offices and porta cabins shall be cleaned daily.

(5) **Refueling Points:** An area 10m x 10m near the convoy exit of each location shall be designated for storage of packaged POL and refueling point.

(6) **Maintenance Facility:** One bay in the repair shop at (name deleted) Dock shall be made available as maintenance facility.

(7) **Refuse Disposal:** Eight (8) 8.5 cbm refuse containers, four (4) at each dock. Cost to include installation, collection, and emptying as required.

(8) **Utilities:** Water and electricity to be contractor furnished

(9) **Reproduction Services:** Five (5) Xerox or equivalent reproduction machines including paper and other operating supplies for approximately 6000 copies. Cost to include transportation and services.

(10) **Latrines:** Ten (10) latrines; five (5) at each location. Chemical type with hand washing facilities to be replenished as required during the exercise. Toilet paper and paper towels will be supplied through SSSC. To be cleaned daily and water supply to be protected against freezing. In each location there shall be:

- One (1) - 2 stalls (exclusively for females)
- One (1) - 3 stalls (1 for females and 2 for males)
- One (1) - 2 stalls (1 for females and 1 for males)
- Two (2) - 2 stalls (exclusively for males)

(11) **Helipad (Visitors):** An area of 160 sqm at (name deleted) Dock for utilization as helipad for VIP's

(12) **Radios:** Thirty (30) hand held radios with belt clip, commercial stevedoring type, 30 spare battery packs, and 30 chargers. All the contractor communicates (except two (2) at each location for communication with the contractor.



**(13) Fuel for Computer Van Generators:** Contractor shall supply 60 liters of MOGAS and 600 liters of Diesel Oil for computer van generators daily.

**(14) Discharge of Dunnage and Reloading of Excess Dunnage:** Contractor shall unload, separate and stack all securing materials provided by the Government and shall reload excess material to truck upon completion of operations.

**(15) Salt and Sand:** In the event of inclement weather (freezing, snow, and ice) salt will be required for use on railcars, ramps, etc.

## **B. AERIAL PORTS OF DEBARKATION**

a. An aerial port(s) of debarkation may be established at any US Government, host nation government, and/or civilian airport within NATO. Use of host nation government or, especially, civilian airports is an extremely sensitive matter. US personnel should not directly approach the Airport Management. Rather, coordination should be initiated through the host nation liaison officers to ensure that proper protocol is observed. The importance of proper coordination cannot be overemphasized; direct contacts are counterproductive. It is also noted that there will probably be certain restrictions placed on airport operations. For example, the Luxembourg Airport has quiet hours between 23:00 - 06:00 hours, 7 days a week. Contact the host nation liaison officers to arrange necessary coordination visits.

b. Aerial Ports at US Government Facilities: When the exercise directive or deployment operation establishes the location of the aerial port at a US Government facility, the contractual logistic and support requirements are normally limited to augmentation of existing facilities/services. The following supplies and services should be considered on an as required basis:

- (1) Administrative Office Space (fixed)
- (2) Billet Space
- (3) Tents
- (4) Portable Latrines
- (5) Portable Showers
- (6) Portable Office Cabins/Trailers

**b. Aerial Ports at US Government Facilities (Cont'd):**

- (7) Hotel Accommodations**
- (8) Equipment Staging and Holding Area**

**c. The extent of contractual logistic and life support should be determined, in part by the number of incoming flights, proximity of the flights, number of transit troops, volume of cargo to be handled and the mode of onward movement. Requirements for items (1), (2), and (8) should be coordinated with the aerial port installation commander as contractual arrangements are not normally necessary. Requirements (3) - (7) should be submitted through designated contracting channels.**

**d. Aerial Ports at Civilian Airports: US military flights into commercial terminals, in addition to normal life support requirements, generally require additional logistic support, such as:**

- (1) Enclosed facilities for the reassembly of CONUS deployed aircraft**
- (2) Helipad, for test, maintenance, and fly away**
- (3) On-call emergency fire and rescue service**
- (4) Routine medical and dental support**
- (5) On-call emergency medical and dental support**
- (6) Hardstand to park reassembled aircraft**
- (7) Warming tents as appropriate**
- (8) Warming beverages as appropriate**
- (9) Office space, fixed and/or portable, to include desks and chairs**
- (10) POL for Army aircraft and wheeled vehicles**

**d. Aerial Ports at Civilian Airports (Cont'd):**

- (11) Communications**
- (12) Tractors for towing Army aircraft**
- (13) Provisions for minor repair of Army aircraft**
- (14) Provisions for de-icing of Army aircraft**
- (15) Reproduction capability**
- (16) Transportation, i.e. shuttle busses and transportation for incoming equipment and personnel**
- (17) Provisions for on-call wrecker and wheeled vehicle recovery**
- (18) Billeting to support incoming personnel strength**
- (19) Rations or prepared meals based on personnel strength**
- (20) Latrines, portable or fixed**
- (21) Showers, portable or fixed**
- (22) Refuse containers, i.e. waste oil, trash, edible garbage, etc.**
- (23) Potable water based on peak personnel strength**
- (24) Facilities for theater orientation training for deployed pilots**
- (25) Lights, Halogen Spot Lights**

**e. Provisions for the ground support of incoming US Air Force aircraft and off-loading equipment are normally provided through US Air Force contracting channels.**

**f. The remaining logistic and life support requirements are handled by the US Army. The type of contracting action and sources of supply, i.e. commercial and/or host nation will vary from country to country. Whatever the case, all requirements for logistic and life support for the operation of an aerial port of debarkation at a civilian airport should be submitted through normal contracting channels.**

**g. Aerial Ports at Host Nation Government Airport: When the exercise or deployment directive specifies use of host nation facilities, prior coordination has generally been made for its establishment with the host nation. Logistic and life support for the transient troops and cargo should be basically the same as those requirements listed for commercial aerial ports; planners should note that the use of any host nation facility and service normally requires contractual arrangements. Requirements for host nation support should be submitted to the Wiesbaden Regional Contracting Center, Host Nation Branch.**

**h. Part XII to this book provides technical data contract specifications for a large percentage of the supplies/services that are listed above. Planners are urged to use these specifications to the maximum extent possible.**

### **PART III**

#### **MARSHALLING/STAGING AREAS**

**a. A marshaling/staging area may be located at, or adjacent to US Army Depots, Theater Reserve Storage Areas (TRSA), Army War Reserve Propositioned Sets (AWRPS) sites, and/or sea ports and aerial ports.**

**b. Prior to considering what supplies and services are required to provide the logistic and life support for this type of operation the planners should carefully evaluate the following factors:**

**(1) Size of the site:** While the acquisition of too much space can be expensive, the acquisition of too small a space can be even more costly if the physical size does not facilitate the safe and orderly movement of personnel and equipment. When US Government resources are not available, the land is normally acquired through the host nation or maneuver rights channels. Land leases must allow sufficient time for commercial contractors to erect and/or place commodities at the site prior to its required usage date, as well as time for commodity removal after the end of the sites usage.

**(2) Site Locations:** The location of the site(s) can be a major factor in the overall cost of contractual support for supplies and services. During previous exercises and contingencies, the use of fixed facilities has proven to be the most effective and economical, however, these are not always available. When selecting the site, consideration should be given to its distance from the AWRPS site, Depot, Port, and/or storage area it is intended to serve. Parking areas, roadways, and maintenance areas should have an asphalt, cement, and/or other hard surface where possible. Further, the site should be near a servicing railhead.

**c. Once the location for the marshaling/staging area(s) has been determined, the planners can formulate the logistic and life support requirements. The availability of US Government resources will vary from country to country and the type of contractual arrangements will be partially dictated by the geographical location of the site(s). Planners must keep in mind that when supplies and/or services must be acquired, either from host nation or commercial sources, formal contracts must be executed for same by their supporting contracting activity. To insure effective/professional contractual support, requirements should be submitted in accordance with prescribed and published milestones.**

**d. The following list of supplies and/or services is provided for the planner's consideration. The list is for guidance only. Planners must determine the governments minimum need based on the particular site and circumstances.**

- (1) Refuse containers**
- (2) Billets - (host nation caserne, guesthouses, and hotels)**
- (3) Tents - (billeting, maintenance, administrative)**
- (4) Latrines - (portable and/or fixed)**
- (5) Showers - (portable; also schwimbad's or gyms are often available)**
- (6) Rations/meals/warming beverages**
- (7) Office (fixed or portable)**
- (8) Local Transportation - (shuttle busses/cargo trucks for movement of personnel and equipment)**
- (9) Helipads**

- (10) Medical and dental services (both routine and emergency)**
- (11) Fuel - (aircraft and wheeled vehicles as applicable)**
- (12) Fuel dispensing equipment**
- (13) Forklifts**
- (14) Tow Bars - (for towing track and wheeled vehicles)**
- (15) Floodlights**
- (16) Power generators**
- (17) Communications**
- (18) Reproduction equipment**
- (19) Fire extinguishers**
- (20) Firefighters and associated equipment**
- (21) Aircraft crash and rescue support**
- (22) Maintenance facilities**
- (23) Security (guards, dogs, etc.)**
- (24) Track and wheeled vehicle recovery service**
- (25) Tie down chains**
- (26) Chock blocks**
- (27) Heaters - (for use in equipment issue facilities)**

- e. When Post Exchange (PX) support is needed, direct coordination with Army Air Force Exchange System (AAFES) representative is required. When planning space and requirements for utilities, the parking spaces and hook ups for electricity and potable water are normally furnished by the US Government.**



**f. Establishment of banking facilities (Currency Exchange):** Direct coordination with military finance and/or banking facility is recommended. When military banking facilities are provided, the government normally furnishes:

- (1) Parking space**
- (2) Utilities**
- (3) Security**

**g. When contractual laundry service is provided, the Government normally furnishes building(s) and/or tent(s) to accommodate the pickup and delivery operations.**

**h. Miscellaneous considerations:** consideration must be given to providing logistic and life support for augmentation personnel, such as, but not limited to :

**(1) Military police (Convoy Escorts):** These personnel normally require office space, billets, rations, and fuel.

**(2) Customs inspectors (US Military and civilians):** These personnel normally require office space, workspace, billets, rations, and fuel.

**i. Part XII to this book provides technical data and contract specifications for a large percentage of the supplies/services that are listed above. Planners are urged to use these specifications to the maximum practical extent.**

## CONVOY COMMANDER'S CHECKLIST

The use of a checklist by a convoy commander will aid in the proper and efficient organization and operation of a convoy movement and assure the convoy commander that no administrative or operational details are overlooked. The suggested outline offered herein may be adapted, added to, or resequenced to meet the needs of any particular situation or the desires of the commander.

### CONVOY COMMANDER'S CHECKLIST

START POINT \_\_\_\_\_  
RELEASE POINT \_\_\_\_\_  
ROUTE \_\_\_\_\_  
ETA \_\_\_\_\_

#### CHECKLIST

#### REMARKS

1. Reconnaissance.
2. Convoy organization.
  - a. size of serials/march units.
  - b. Type of column.
  - c. Rate of march.
    - (1) Pace.
    - (2) Passing/regaining position.
  - d. Operating gaps.
    - (1) Serials/march unit.
    - (2) Vehicles.
      - (a) Open road.
      - (b) Towns and cities.
    - © At halt.
  - e. Convoy Clearance (DD Form 1265)
    - (1) Number
    - (2) Data
  - f. Vehicle markings

3. Rest and mess halts.
  - a. Time and duration.
  - b. Mess arrangements.
4. Refueling
5. Loading/entrucking.
  - a. Time and place
  - b. Report to.
  - c. Type/class cargo.
  - d. Outsize loads.
6. Unloading/detrucking
  - a. Time and place.
  - b. Report to.
7. Driver briefing.
  - a. Responsibility.
  - b. Time and place.
  - c. Strip maps or other route aids.
8. Vehicles
  - a. Serviced.
  - b. Inspected
  - c. Accident/breakdown procedures.
9. Cargo
  - a. Properly loaded and secured.
  - b. Protected from weather.
10. Security measures.
  - a. En route.
  - b. At halt.
11. Trail.
  - a. Maintenance.
  - b. Wrecker
  - c. Medical support.
  - d. Trail officer.
12. Guides
  - a. Position.
  - b. Posting and pickup.
13. Use of lights.
  - a. During operation.
  - b. Blackout restriction.
14. Release of trucks
  - a. Time.
  - b. Responsibility.
15. Debriefing.
  - a. Convoy commander's report
  - b. Other reports or information required

## **PART IV REST/TECH HALTS**

**a. When planning a rest/tech halt, consideration must first be given to the availability of land and/or space to accommodate the vehicle density for the largest convoy to be supported. Several possibilities exist that deserve consideration. Areas often utilized are US and/host nation military Casernes, major autobahn commercial reststops and in some cases, privately owned land. The area selected will have a major influence on the amount of logistic support that must be contractually acquired. Once a tentative site selection is made, approval must be obtained for the use of the area. This approval is normally obtained through host nation or maneuver rights channels. Land leases must allow sufficient time for commercial contractors to erect and/or place commodities at the site prior to its required usage date, as well as time for commodity removal after the end of the sites usage.**

**b. When formulating the logistic and life support requirements for a rest/tech halt it is imperative that the planner be cognizant of the convoy movement schedules, troop strength and equipment density, by type of vehicles. A stop at a rest/tech halt facility may be for a few minutes in order for the drivers to take a break and refuel the vehicles or it may be for several hours. Failure of convoys to move in and move out as scheduled can seriously overload the logistic and life support functions. Some degree of flexibility must be planned and contingencies for emergency situations should be established early. It is extremely difficult for the contracting activity to provide a rapid response to last minute changes in requirements. Last minute changes can result in the government paying an extremely high price for contractual services.**

**c. The following list of supplies and/or services is provided for the planner's consideration. The list is for guidance only. Planners must determine the governments minimum need based on the particular site and circumstances:**

- (1) Refuse containers**
- (2) Billets - (host nation caserne, gasthaus, etc.)**
- (3) Latrines - (portable and/or fixed)**
- (4) Rations/Meals/Hot and Cold Beverages**
- (5) Power generators**
- (6) Fuel (aircraft and wheel vehicles as applicable)**
- (7) Fuel dispensing equipment**
- (8) Fire extinguishers**
- (9) Potable water (trucks or trailers)**
- (10) Showers - (portable; also schwimmbads (swimming pools) or gyms are often available)**
- (11) Floodlights**
- (12) Communications**
- (13) Tents (Billets, warming beverages, maintenance, etc.)**
- (14) Heaters for warming tents depending on season**

**d. Equipment recovery, evacuation, and emergency maintenance of equipment: When US sources are not available to provide the above support it is normally available from the host nation. In order to acquire these services host nation contracting channels must be used.**

**e. Part XII to this book provides technical and contract specification for a large percentage of the supplies/services that are listed above. Planners are urged to use these specifications to the maximum extent possible.**

## **PART V**

### **TACTICAL ASSEMBLY AREAS (TAA'S)**

- a. The contractual support for the Tactical Assembly Area(s) starts at the railhead offloading points and continues until the forces are deployed. It is during this phase that a high density of personnel and equipment are brought together.**
- b. Planners should devote particular attention to the railhead offloading areas. During past exercises and deployments some confusion has occurred due to the untimely offloading of equipment. Adequate material handling equipment (forklifts, cranes, etc.) of the correct type is essential if schedules are to be met. The standard specifications for commercial forklifts are contained in Part XII. These should be carefully reviewed to ensure that the commercial forklifts available will meet your requirements, e.g. rough terrain forklifts, as known by the military, are not available from the commercial market. The standard specifications provided are for those that are available. Minor adaptations can be made to these to facilitate special handling requirements, i.e., fork extensions, heavy duty tires, snow chains, etc. if known at the time of PR&C submittal to contracting.**
- c. In addition to the material handling equipment the following items should be considered as they are often required at rail off-loading points throughout the TAA:**
- (1) Refuse containers**
  - (2) Latrines**
  - (3) Floodlights (self-contained)**
  - (4) Warming beverages**
  - (5) Showers (portable; indoor swimming pools and gyms are possible resources)**
- d. Part XII to this book provides technical and contract specification for a large percentage of the supplies/services that are listed above. Planners are urged to use these specifications to the maximum extent possible.**

## **PART VI**

### **NON-DIVISIONAL SUPPORT CENTERS**

**a. In the past, non-divisional support centers have often been established in both fixed and semi-field type facilities. A number of possibilities exist that can be explored by exercise and contingency planners, i.e., empty warehouses and unused factory space can often be located on the commercial market. In addition, fixed facilities can often be acquired from the host nation. When fixed facilities are not feasible, commercial tents may be available. The following common type supplies and services should be considered on an as required basis:**

- (1) Tents - (storage, administration, maintenance, billeting, mess and dining)**
- (2) Billets - (tents, guesthouses, host nation casernes)**
- (3) Forklifts - (gas)**
- (4) Forklifts - (electric; may be required in areas where fresh fruit and vegetables are stored)**
- (5) Floodlights - (self-contained)**
- (6) Power Generators**
- (7) Showers - (portable; also schwimmbads (swimming pools) or gyms often available)**
- (8) Refuse containers**
- (9) Latrines - (Fixed and Portable)**

**b. Part XII to this book provides technical and contract specification for a large percentage of the supplies/services that are listed above. Planners are urged to use these specifications to the maximum extent possible.**

## **PART VII**

### **COMMAND AND CONTROL CENTERS**

**a. Defining the logistic and life support requirements for a command and control center for a small exercise may be a simple task. However, for larger exercises and contingency operations, the command and control center requires an extensive amount of facilities and equipment. The characteristics of an operation of this type demand meticulous planning and attention to detail. The centers are normally staffed with a significant number of senior officers, and are frequently visited by a host of VIPs and dignitaries from the United States as well as other NATO member countries.**

**b. The contracting support required to establish and/or augment existing facilities must be defined and executed in a timely manner. The following list of supplies and/or services is provided for the planner's consideration. The list is for guidance only. Planners must determine the Government's minimum need based on the particular site and circumstances.**

- (1) Billets - (Host Nation caserne, hotels as appropriate)**
- (2) Temporary Buildings - (Pre-fabs or transportable for office space, operational center, briefing rooms, VIP flight crews, maneuver damage control office, etc.)**
- (3) Trailers - ( Administrative office space, visitors lounge etc.)**
- (4) Tents - (as required)**
- (5) Latrines - (chemical)**
- (6) Refuse Containers**
- (7) Showers - (trailers, swimming pools or gyms any be available)**
- (8) Local transportation - (shuttle buses/cargo trucks for movement of personnel and equipment)**



- (9) Helipads - (with ground support equipment)**
- (10) Fuel - (aircraft and wheeled vehicle as applicable)**
- (11) Fuel aircraft equipment**
- (12) Power generators**
- (13) Communications**
- (14) Reproduction equipment**
- (15) Security - (guards, dogs, etc.)**
- (16) Heaters (for winter months)**

**c. Miscellaneous considerations: Consideration must be given to providing logistic and life support for augmentation personnel, such as but not limited to:**

**(1) Military Police - Security is normally required at the hotels where the senior personnel are billeted.**

**(2) Flight Crews - Problems have occurred during past exercises as a result of flight crews not being billeted in a manner that has allowed them to receive proper sleep. It must be realized that most of these crews work very unpredictable schedules and therefore provisions should be made for sleeping quarters separate from the “main activity”, if possible.**

**d. Part XII to this book provide technical data and contract specifications for a large percentage of the supplies/services that are listed above. Planners are urged to use these specifications to the maximum extent possible.**

## **PART VIII**

### **MISCELLANEOUS AND REMOTE SITES**

#### **A. JOINT VISITORS CONTROL CENTER (JVCC) Exercises ONLY.**

**Contracting support for the JVCC is normally limited to hotel accommodations and rental of Non Tactical Vehicles (NTVs).**

**1. The non-availability of hotel accommodations is a matter that often causes problems. Within Europe, hotel reservations are normally made at least 90 days or more in advance and in certain instances 1-2 years ahead. During the festive and exhibit seasons, available hotel rooms are practically non existent. And, when rooms are available they bring a premium price. The key to ensuring accommodations is to submit the requirements to the appropriate contracting activity at the earliest possible date.**

**2. Lease/rental of NTVs for support of the JVCC normally requires prior approval for USAREUR. During past exercises USAREUR DCSOPS has published the level of approvals required. When NTVs are authorized and requested, your Purchase Request and Commitment (DA Form 3953) must describe your requirement by type vehicle (not make and model), i.e. 4 passenger/6 passenger sedan, 9 passenger bus, gas or diesel, etc. Refer to Part XII for NTVs standard specification. Should the standard specification not meet your needs, the information contained therein will assist in writing your own specification. Planners should note that when Mobile Radios Telephones (MRT) are to be installed in rental vehicles it is necessary for the Contracting Officer to obtain written authority from the rental agency prior to any installation of such equipment.**

## **B. COMMUNICATIONS AND OTHER REMOTE SITES**

**Logistic and Life Support for remote sites through contractual means is often difficult and expensive. When faced with planning requirements for these type sites the planner should carefully evaluate the possibility of using local host government facilities within the area. In addition, the use of swimming pools, public bathrooms, or hotels should be considered.**

**1. It is important that definitive information as to the exact geographical location of remote sites be provided with the Purchase Request and Commitment (DA 3953). To state that the contractor will be met at a specific point on date of delivery is too acceptable, as it does not provide adequate information for solicitation purposes.**

**2. When planning the requirements for refuse and portable latrines, it should be noted that it is often cheaper to procure larger units with less frequent emptyings and/or servicings. The frequency of emptyings and servicings has a significant price impact on commodities furnished to a remote location.**

**3. Part XII of this book provides technical data and contract specifications for the supplies/serves normally required. Planners are urged to use these specifications to maximum extent possible.**

**PART IX**  
**MANEUVER BOX/AREA OF OPERATIONS (AOR)**

- a. Contractually provided logistic and life support within the maneuver box or AOR is normally limited to portable latrines and refuse containers. The location, servicing, and relocation of these commodities often become a major problem. Planners must be able to identify the grid coordinates for the initial placement of the items and should provide an eight digit grid coordinate if at all possible. The minimum identification is a six digit grid coordinate. Maps must be included with the Purchase Request and Commitment (PR&C); to state on a PR&C that locations will be provided later does not provide sufficient information to solicit the requirement. Prospective contractors must know the desired location in order to formulate valid prices due to terrain and access road variations.**
- b. The manner in which the locations of these commodities are defined requires careful planning and a well thought out approach. Contracting personnel fully realize the difficulty that planners face in attempting to estimate movement of units operating in a tactical mode. If it is not possible to establish firm dates and relocation grid coordinates in advance, the planner should consider establishing “on-call” relocation requirements and provide the contracting activity with the estimated number of such relocations that will not exceed 25 kilometers, 50 kilometers, and 75 kilometers. This will allow contracting to price out the relocations in advance for “on-call” relocation’s and services.**
- c. With an on-call contract, the Contracting Officers Representative (COR) can provide the contractor with the exact location at the time the on-call services are ordered. Planners should also consider requesting additional emptyings on an on-call basis. This will provide flexibility for handling peak usage and/or unforeseen changes in the requirements.**
- d. Part XII to this book provides technical data and contract specifications for the supplies/services that are listed above. Planners are urged to use these specifications to maximum extent possible.**

## **PART X**

### **REDEPLOYMENT ASSEMBLY AREAS (RAA'S)**

**a. The importance of RAA sites cannot be overemphasized. Practically every soldier that participates in an exercise or deployment is directly affected and influenced by the manner in which RAA sites are operated. In addition to the direct impact on the welfare and morale of the individual soldier the RAA sites are highly visible and receive extensive high level command and VIP surveillance. Contracting plays a major role in providing logistic and life support (supplies and services) within RAA as a large part of the support is provided through contractual arrangements with commercial firms. The only way that the required support can be acquired in a timely, efficient and economical manner is through well conceived planning and extensive coordination between the contracting and requiring activities.**

**b. Everyone involved in the planning and execution phases must realize that during a life support operation of this magnitude, nothing remains constant. With the troop strength fluctuations and unpredictable weather conditions, peaks and valleys in an RAA are the norm. Plans must include contingencies that are well thought out and provide for flexibility to permit the supporting contracting activity to be responsive to last minute and emergency requirements.**

**c. The location of an RAA substantially influences the contractual process. When considering the location for an RAA, several critical factors must be considered as they will have a substantial impact on the amount of contractual support required and the resultant costs. The geographical location should be chosen on the basis of providing the commander the most economical and effective means of processing CONUS based troops and equipment for return to the United States. Ideally, it should have easy access to major highways and a railhead facility.**

**d. When defining the total requirements for land facilities at the RAA, the planner must consider the total troop and equipment density; the peak processing loads; the outbound transportation schedules; and the total length of time that the RAA site will be in operation.**

**e. The provisioning for electrical power, water, and fuel products is an area that often causes problems. We have a tendency to underestimate demands for these items when they are to be furnished by the Government. For guidance, a RAA site with 25,000 sqm of tentage during REFORGER 86 required approximately 2000 kW of electrical power and approximately 6,000 liters of fuel per day (this was a winter exercise). In addition to the water required for showers and normal troop support, the vehicle wash points and steam cleaner operations require an exorbitant amount of water. Planners should be aware that ecology laws in Europe are very stringent and waste water must be disposed of in a controlled manner.**

**f. Contracting Officer Representatives (CORs) play a vital role in the success of the overall contracting support of a RAA. COR nominees should be identified early and given the benefit of being involved in the planning phases. They should be the same individuals that serve as requiring activity points of contact (POC) on PR&C's when possible. It is extremely important that all levels of command recognize this critical role of the COR as he/she is the Government's link between the contractor and the Contracting Officer. They are the single points of contact for ensuring contractor performance and they must be available throughout the contract period to closely monitor the contractor's performance and to immediately report all unresolved issues to the Contracting Officer. Failure to inspect/reject in accordance with the terms of the contract implies government acceptance.**

**a. The following list of supplies and/or services is provided for the planner's use. This list is not all inclusive and it is provided for guidance only. Planners must determine the Government's minimum needs based on the particular site and circumstances.**

**(1) Tents**

**(a) Billet**

**(b) Mess**

**(c) Recreation**

**(d) MWR**

**(e) Arms Room**

- h. In addition to the normal life and logistic support requirements, the planner should consider the life and logistic support for the following operational elements that are normally located within and/or adjacent to an RAA site.**

- X-4



**(2) Vehicle Maintenance and Loading Preparation Facilities:**

- (a) Maintenance facility**
- (b) Tie downs**
- (c) Bracing material**
- (d) Chock blocks**

**(3) US Agriculture Inspection Points:**

- (a) Temporary work facilities to include office space**
- (b) Racks to elevate equipment to be inspected (these may be the same as those required for washing, depending on circumstances)**
- (c) High intensity lighting system.**

**(4) US Customs Inspection Points**

- (a) Temporary work facilities to include office space**
- (b) Controlled access vehicle storage area**
- (c) Controlled access cargo storage area**

**(5) Movement Control Centers**

- (a) Temporary work facilities to include office space**
- (b) Communications**
- (c) Support for convoy escorts (MP's)**

**(6) Helipad - Aircraft Holding Area**

- (a) To handle the tactical helicopters that are to be flown back to the ports of embarkation**
- (b) To facilitate the flights for visiting VIPs**
- (c) to handle emergency medical evacuations**

**i. Compliance with the established and published milestones is of extreme importance.**

**Past experience has proven it takes 4 to 6 weeks after date of contract award for contractors to erect 25,000 sqm of tentage. This is assuming that the real estate has been properly laid out and filler materials have been hauled in to provide a suitable surface for the erection of the tents.**

**j. Part XII to this book provides technical and contract specifications for a large percentage of the supplies/services that are listed above. Planners are urged to use these specifications to the maximum practical extent.**

**k. The following should be avoided as they can jeopardize your contracting support:**

**(1) Personnel other than the COR must not give instructions to the contractor in regard to contract performance, changes and/or any other guidance that requires the contractor to exert man-hours. The contractor must be allowed to work without Government caused delays as this can jeopardize performance start dates and often results in situations where the Government has no recourse against the contractor.**

**(2) Do not attempt to schedule and/or control the contractor's work. The contractor knows how long it should take to do the job and he is responsible for meeting the required start/completion date. When they fail to meet the contract performance start/completion date, monetary or other consideration may be assessed by the contracting officer, providing such failure is not the result of Government interference.**

**1. The following hints may prove to helpful to RAA planners, CORs, and site commanders:**

**(1) Locate tents in a manner that will allow access by fire and emergency vehicles. Tents shall meet fire safety requirements, i.e. double doors with panic bars and lighted “EXIT” signs. If the contract is with a Host Nation, fire inspections and fire extinguishers are usually provided free of charge.**

**(2) Place latrines and trash containers in a manner that will facilitate emptying and servicing.**

**(3) Adjust the location of latrines and trash containers to achieve maximum use and minimize the need for additional emptying.**

**(4) Consider preventive measures, such as using absorbing materials and drip pans around POL containers. This not only reduces fire hazards, it also reduces soil contamination, which may result in a claim being filed against the Government.**

**(5) Carefully consider the location of AAFES (PX), MWR, and dining tents. The location of these tents is an influencing factor on the amount of damages that occur to contractor owned equipment. NOTE: SEE SAMPLE PLOT PLANS TO SECTION XXII**

**(6) Field Ordering Officer (FOOs) are often the key to effective handling of emergency situations at an RAA. These Officers are authorized to make purchases of small items in a very timely manner. See USAREUR Pamphlet 715-4 for instructions on the selection, appointment, and duties of Field Ordering Officers.**

## **PART XI**

### **REDEPLOYMENT (MOVEMENT)**

#### **A. REDEPLOYMENT**

The redeployment phase consists of many functions that are very similar to the inward movement of both personnel and equipment.

Additional support requirements are those that result from the equipment cleaning and processing functions. US customs, agriculture inspections, and the speed in which CONUS based troops are to be moved to the Aerial Ports of Embarkation must also be considered. Keep in mind the participating US Reserve and National Guard forces must be returned to CONUS in the most expeditious manner in order to meet their mandatory release dates. The life and logistic support for the troops returning to CONUS is basically the same as required at the APODs during the inward movement. Planners should ensure that each APOD has adequate facilities to handle customs inspections and baggage movement to prevent the delay of scheduled flights. The delay of a flight is often very expensive therefore contingencies for backup to the contractual support should be considered.

#### **B. REST/TECH HALTS**

The logistic and life support for the return rest/tech halts is basically the same as those found in PART IV.

#### **C. MARSHALING/STAGING AREAS**

In addition to the logistic and life support requirements delineated in Part III, planners must ensure that appropriate processing equipment is acquired.

#### **D. SEAPORTS OF EMBARKATION (SPOE'S)**

Equipment is normally returned to CONUS by using existing contracts. With the exception of special cargo, the equipment, and cargo is returned by normally scheduled cargo ships. The areas that require the most attention is the processing of aircraft and the provisions for touch up cleaning of equipment that had been processed through the Redeployment Assembly Areas. Equipment that has been inspected at the Redeployment Assembly Area is normally not subjected to a US agriculture inspection at the port, however, it is spot checked and corrective action must be taken before the equipment can cleared for shipment. To facilitate this, steam cleaners and washing facilities should be available.

## **PART XII**

### **A. COMMODITY LISTING, COMMERCIAL AND HOST NATION**

|   |                                       |
|---|---------------------------------------|
| <b>Antifreeze</b>                       | <b>NTV's (Non-tactical Vehicles)</b>  |
| <b>Billets</b>                          | <b>Office space</b>                   |
| <b>Buses</b>                            | <b>Plastic Matting</b>                |
| <b>Carpets</b>                          | <b>Plywood</b>                        |
| <b>Chock Blocks</b>                     | <b>POL</b>                            |
| <b>Compressor</b>                       | <b>Portable Buildings</b>             |
| <b>Conex Insets</b>                     | <b>Potable Water</b>                  |
| <b>Cranes</b>                           | <b>Potable Ice</b>                    |
| <b>Dental Care (Emergency)</b>          | <b>Rations</b>                        |
| <b>Emergency Tow Services</b>           | <b>Refuse Containers/Collection</b>   |
| <b>Facility Rental</b>                  | <b>Latrines - Portable Chemical</b>   |
| <b>Flatware/Paper Plates</b>            | <b>Reproduction Equipment</b>         |
| <b>Forklifts</b>                        | <b>Road Sweeping Services</b>         |
| <b>Furniture</b>                        | <b>Sand</b>                           |
| <b>Generator</b>                        | <b>Showers - Units/Trailers</b>       |
| <b>Gravel</b>                           | <b>Snow Chains</b>                    |
| <b>Heaters</b>                          | <b>Steam Cleaners</b>                 |
| <b>Hotel Accommodations</b>             | <b>Stevedore Service</b>              |
| <b>Laundry Service</b>                  | <b>Straw</b>                          |
| <b>Lights Sets (Flood Lights)</b>       | <b>Tents</b>                          |
| <b>Marker Panels</b>                    | <b>Tiedown Equipment</b>              |
| <b>Meals</b>                            | <b>Utilities</b>                      |
| <b>Medical Care (Emergency)</b>         | <b>Warning Lights/Rotating Beacon</b> |
| <b>MRT's (Mobile Radio Telephone</b>    | <b>Waste Oil Disposal</b>             |
| <b>Newspaper ("Stars &amp; Stripes)</b> | <b>Waste Water Removal</b>            |

- **Commodities listed above are representative of typical requirements for ATLANTIC RESOLVE exercises and contingency operations.**

## **B. PRICE ESTIMATES**

Price estimates are difficult to formulate with a high degree of accuracy. When dealing with the commodities normally rented/ leased for a field exercise or deployment there are a large number of variables which are price drivers.

**Rental Period:** Longer rental periods normally result in lower unit prices.

a. When renting or leasing for periods less than ten (10) days the unit and/or daily rental prices tend to be higher. As the rental period increases, the unit and/or daily rental prices tend to decrease.

b. The rental/lease prices are directly influenced by weather factors and the domestic demand.

**Transportation Cost:** The delivery locations, road conditions, and quantity will have an effect on unit prices. For example, to deliver one latrine to the top of a snow covered mountain you can expect a very high price for both delivery and for subsequent emptyings and servicing.

**Configurations:** The cost for commodities, such as tents, varies substantially depending upon configurations. All the variables must be taken into consideration when estimating the rental/lease costs.

**On-site Maintenance Personnel:** When on site maintenance personnel are required, costs will increase considerably.

**On Call Maintenance Personnel:** When the contractor has to provide personnel on a standby basis for a specific period of time the prices will also increase. Increases here are influenced by the required response time, e.g. response time of 1 hour will generally cost more than 6 hours because the personnel may need to establish temporary residence in the areas to meet the 1 hour time.

**Frequency of Servicing:** Daily emptying and servicing are usually quite high for remote locations.

**Relocations:** The most effective way to obtain economical prices for relocations is to identify all planned relocations at the time the solicitation is being issued. When relocations prices are solicited on the basis of not to exceed 10, 25 or 50 kilometers, offerors will compute costs on the worse case situation, resulting in the Government paying for a 10, 25 or 50 kilometer relocation even though the actual distance is less.

## COMMERCIAL PRICE ESTIMATES:

Below listed prices are for planning purposes only.

**NOTE:** Competitive market will set actual prices to be paid under contract. Factors including events local to the FTX area, the anticipated weather, and yearly season directly drive the resulting contract price.

|                                |               |           |                                    |
|--------------------------------|---------------|-----------|------------------------------------|
| <b>CHOCKBLOCKS</b>             |               |           | 7-12 DM Per Block (purchase price) |
| <b>FLOODLIGHT SETS</b>         |               |           | 240-300 DM Per Day Per Set         |
| <b>FORKLIFTS</b>               | 2000 Kilogram |           | 75-125 DM Per Day Per Forklift     |
|                                | 3000 Kilogram |           | 100-157 DM Per Day Per Forklift    |
|                                | 5000 Kilogram |           | 138-230 DM Per Day Per Forklift    |
| <b>GENERATORS SETS 2000 kW</b> |               |           | 1000-2300 DM Per Day Per Generator |
| <b>HOTEL ACCOMMODATIONS</b>    |               |           |                                    |
| <b>LARGE CITY:</b>             |               |           | 140-220 DM Per Day Per Person      |
| <b>RURAL COMMUNITY:</b>        |               |           | 30-60 DM Per Day Per Person        |
| <b>LATRINES</b>                |               |           | 50-120 DM Per Day Per Person       |
| <b>NTV'S</b>                   | 5             | PAX SEDAN | 112-150 DM Per Day                 |
|                                | 9             | PAX BUS   | 150-225 DM Per Day                 |
|                                | 20            | PAX BUS   | 500-750 DM Per Day                 |
|                                | 50            | PAX BUS   | 700-1200 DM Per Day                |
|                                | 100           | PAX BUS   | 800-1700 DM Per Day                |
| <b>REFUSE</b>                  |               |           |                                    |
| <b>GENERAL TRASH</b>           | 1 CBM         |           | 30-60 DM Per Emptying              |
|                                | 5 CBM         |           | 92-300 DM Per Emptying             |
|                                | 10 CBM        |           | 145-420 DM Per Emptying            |
|                                | 20 CBM        |           | 300-500 DM Per Emptying            |
| <b>WASTE OIL</b>               | 500 Liters    |           | 280-500 DM Per Emptying            |
|                                | 1000 Liters   |           | 400-600 DM Per Emptying            |
| <b>LIQUID MEDICAL WASTE</b>    |               |           |                                    |
|                                | 500 Liters    |           | 400-600 DM Per Emptying            |
|                                | 1000 Liters   |           | 650-950 DM Per Emptying            |

|   |                            |
|---|----------------------------|
| <b>SHOWER TRAILERS (Government Furnished Utilities i.e. sewage, water, electricity)</b> |                            |
| <b>6 Head Unit</b>  | <b>500-800 DM Per Day</b>  |
| <b>12 Head Unit</b>   | <b>700-1500 DM Per Day</b> |

|  |                             |
|--|-----------------------------|
| <b>SHOWERS TRAILERS (Contractor Furnished Utilities)</b> |                             |
| <b>6 Head Unit</b>                                       | <b>2000-3000 DM Per Day</b> |
| <b>12 Head Unit</b>                                      | <b>2500-3500 DM Per Day</b> |

|                       |                                    |
|-----------------------|------------------------------------|
| <b>STEAM CLEANERS</b> | <b>250-350 DM Per Unit Per Day</b> |
|-----------------------|------------------------------------|

|   |                                  |
|---|----------------------------------|
| <b>TENTS (Summer or Winter)</b>   | <b>38-84 DM Per Square Meter</b> |
| <b>(5 day rental costs are approx. 80-90%<br/>of 30 day rental costs)</b> |                                  |

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>TIE DOWN CHAINS (PURCHASE)</b> |                            |
| <b>TYPE VSK 13/10</b>             | <b>800-1000 DM Per Set</b> |
| <b>TYPE VSK 14/5</b>              | <b>450-600 DM Per Set</b>  |



## **C. HOST NATION COMMODITY DESCRIPTIONS**

The “guidelines” below specify US Government expectations for various kinds of logistic support provided by the Host Nation from their internal military capability. It is recognized that these general “guidelines” are not detailed specifications as used for commercial contracting. The US Government also understands that reasonable variations from these guidelines, to the extent necessary to conform to Host Nation capability, are acceptable so long as the safety and health of US personnel are not endangered.

### **PERMANENT FACILITIES**

#### **1. OFFICE SPACE:**

Will be heated to \_\_\_\_ \* \_\_\_\_ C(+/-3C), lighted to a minimum of \_\_\_\_ \* \_\_\_\_ lux at desk level, and have as a minimum: (\* FILLED IN BY REQUIRING ACTIVITY)

- a. Sufficient number of desks and chairs to accommodate the total number of personnel indicated;
- b. Use of normal office provisions such as paper, pencils, typewriters, calculators, etc.;
- c. Access to telephone, copy machines, etc. as listed in the schedule;
- d. Access to sanitary facilities.

#### **2. BRIEFING ROOM:**

Will be heated to \_\_\_\_ \* \_\_\_\_ (-+/-3C), lighted to a minimum of \_\_\_\_ \* \_\_\_\_ lux to desk level, and have as minimum:

- a. Chalk board (or similar visual aid);
- b. Sufficient number of desks, tables, and chairs to accommodate the total number of personnel indicated;
- c. Access to sanitary facilities.

#### **3. DINING/MESS FACILITIES:**

Will be heated to \_\_\_\_ \* \_\_\_\_ (-+/-3C), lighted to a minimum of \_\_\_\_ \* \_\_\_\_ lux at table level, and have as minimum:

- a. Sufficient number of wares (plates, spoons, knives, and forks), tables and chairs to accommodate the total number of personnel indicated;
- b. Condiments such as, but not limited to, salt, pepper, sugar and sauces.
- c. Access to sanitary facilities.

(\* FILLED IN BY REQUIRING ACTIVITY)

**4. WARMING AREA:**

Will be heated to \_\_\_\_\*\_\_\_\_(+/-3C), lighted to a minimum of \_\_\_\_\*\_\_\_\_  
lux at table level, and have as minimum:

- a. Sufficient space to accommodate the total number of personnel indicated;
- b. Tables and chairs (or other furniture) for relaxation by personnel;
- c. Access to sanitary facilities.

**5. VEHICLE MAINTENANCE FACILITY:**

Will be heated to a minimum of \_\_\_\_\*\_\_\_\_(+/-3c), lighted to a minimum of \_\_\_\_\*\_\_\_\_  
lux at working level, and have as minimum access to:

- a. 10-ton jacks;
- b. 5-ton jacks;
- c. At least one grease pit;
- d. Tire Changer (for 1/2 - to vehicles)
- e. Small repair tools;
- f. Battery Charger
- g. Provision of normal vehicle maintenance fluids such as, but not limited to, distilled water, oils, automatic transmission fluid, ethylene glycol, cleaning solvents and starting fluid;

**6. WASH RACK:**

Will have as a minimum:

- a. Roof and sufficient space to accommodate specified vehicles;
- b. Access to steam cleaners, water, and electricity
- c. Access to portable or fixed ramps

(\* FILLED IN BY REQUIRING ACTIVITY)

## **TEMPORARY FACILITIES**

### **1. TENTS**

Will be configured to meet the requirements of the anticipated purpose (i.e. messing sleeping, (etc.) and conform to the basic requirements of heating, lighting, etc., as for permanent facilities.

### **2. SHOWERS**

Will be protected from weather and warmed to a minimum of \_\_\_\*\_\_\_(+/-3 Degrees C), and lighted to a minimum of \_\_\_\*\_\_\_lux. Each shower head will have continuous hot and cold running water available 24 hours per day. The installation must meet the sanitary requirements of the HNG.

### **3. LATRINES**

Will be protected from weather and be supplied with toilet paper, provided by requesting activities (RA's), hand washing and drying appliances. Latrines will be emptied often enough to avoid excessive odors. The installation must meet the sanitary requirements of the HNG.

### **4. REFUSE CONTAINERS**

Will be provided in quantities and sizes as specified and configured to accept the types of refuse indicated. Containers will be emptied on a scheduled basis often enough to avoid over-filling and excessive odors. The installation and disposal of waste will be made in accordance with the HNG health and safety regulations.

### **ASSOCIATED UTILITIES**

Will be provided in accordance with the safety standards of the HNG. Water will be potable unless otherwise specified. Electricity will be \_\_\_\*\_\_\_ cycle, \_\_\_\*\_\_\_ volts.

### **BILLETING**

Will be heated to a minimum of \_\_\_\*\_\_\_C (+-3 Degree C) during 0600-2200 hrs and to a minimum of \_\_\_\*\_\_\_ C during 2200-0600 hrs; lighted to a minimum of \_\_\_\*\_\_\_lux at desk level; and have access to latrines and showers. Billets will be furnished with bunks, cots, blankets, pillows, sheets, and pillowcases.

(\* FILLED IN BY REQUIRING ACTIVITY)

## **MEALS AND BEVERAGES (General)**

Meals served to US Personnel by the Host Nations have historically resulted in complaints by US soldiers - although the situation has improved markedly in the last few years.

(NOTE: This observation is in no way intended as a criticism of the quality or wholesomeness of Host Nation meals. It merely reflects the fact that, due to the differences in national eating habits, the US soldier is accustomed to menus substantially different than the European norm.) The below listed menus represent a USAREUR standard. Meals provided by the Host Nation generally relate to the USAREUR standard as follows:

- a. Meals provided by an established Host Nation mess facility will almost always be to Host Nation standards, NOT TO AMERICAN, WE REPEAT, NOT TO AMERICAN STANDARDS.
- b. Meals provided by a Host Nation mess established solely to support US Forces will usually be to the USAREUR standard.
- c. Meals contracted commercially by a Host Nation in support of US Forces will almost always be to the USAREUR standard.

Exercise planners must coordinate with Host Nation Liaison Officers to determine which particular circumstances apply.

It should also be noted that commercially contracted meals to the USAREUR standard are extremely expensive, whether contracted by the Host Nation or by a USAREUR Contracting Activity. Although each circumstance is unique, meals contracted to the USAREUR standard are generally three to five times as expensive as Host Nation standard meals. Host Nations can provide regular food service inspection on request.

### **1. MEALS**

Breakfast and dinner meals will be planned in accordance with menu guidance below. The midnight meal, if required, will be the same as lunch.

**Breakfast:** Will consist of not less than 800 calories per person and shall consist of the following:

- a. Bread product: two slices of any bread or roll with butter and jelly, jam or honey (20g)
- b. Eggs: two eggs any style (cooked)
- c. Meat Product: ham, bacon, sausage, and cold cuts, (not less than 60 grams).

### **MEAL AND BEVERAGES (Cont'd)**

- d. **Beverages: Non-alcoholic:** fresh milk (not less than 300 ml), juice (orange, apple, grapefruit not less than 120 ml), and hot chocolate, coffee or tea (with sugar and cream).
- e. **Fresh Fruit:** one apple, pear or banana, or fruit in season (not less than 100 grams).
- f. **Cold cereal:** (Corn flakes, etc.) (40-50 g) add sugar.
- g. **Condiments for breakfast:** Salt, pepper, catsup, sugar, sugar substitute, hot sauce

**LUNCH:** Will consist of not less than 1,200 calories per person and shall consist of the following:

- a. **Hot Soup:** any type of soup (not less than 300 ml) with crackers
- b. **Meat:** Hot meat consisting of pork, beef, chicken or fish (not less than 120 grams per serving)
- c. **Starch:** Potatoes or rice or noodles any style (not less than 200ml).
- d. **Vegetables:** any one type of vegetables (not less than 150 ml).
- e. **Bread product:** two slices of any bread or roll (broetchen with butter 10 grams).
- f. **Beverages: Non-alcoholic:** fresh milk (not less than 300 ml), soft drinks (Kool-Aid, colas, etc.) (not less than 300 ml) and hot chocolate, coffee or tea (with sugar and cream).
- g. **Salad:** Any type of salad (green salad, potato salad, macaroni salad, etc.) (not less than 150 grams).
- h. **Dessert:** Cake, cookies, jello, pudding or ice creams (not less than 100 grams).
- i. **Condiments:** Salt, pepper, sugar, catsup, mayonnaise, mustard, sauces, and salad dressings.

**DINNER:** Same as lunch.

## **MEALS AND BEVERAGES (Cont'd)**

### **2. Warm Beverages**

Will be non-alcoholic and consist of soup, hot chocolate, tea, and coffee, with cream and sugar. Plain water will be available.

### **3. Cold Beverages**

Will be non-alcoholic and consist of milk, sodas, juices, and tea. Plain water will be available.

**NOTE:** Both warm and cold beverages may be required at the same location.

## **SPECIAL EQUIPMENT**

Special equipment provided will meet the minimum requirements of tonnage capacity, lift, reach, output, etc. specified in the CLIN. Fuel and maintenance will be provided by the supplier unless otherwise specified. Moveable equipment will be equipped with front and rear lights to facilitate operations during darkness. All equipment provided must meet the safety standards of the HNG.

## **PETROLEUM, OIL LUBRICANTS (POL)**

POL products will be identified by their standard NATO designators (i.e. MOGAS is F-46, DIESEL fuel is F-54 etc.). These designators are listed in AR 70-12 dated 10 Nov 92. During cold weather POL will be winterized as required.

## **TRANSPORTATION**

Vehicles used to transport personnel, cargo, and equipment must be suited to the task and not overloaded. Fuel, maintenance, and drivers will be provided by the supplier unless otherwise specified.

## **MISCELLANEOUS**

Specifications for miscellaneous supplies and services will be developed on a case by case basis as required. As general guidelines, they shall be adequate for the usage intended and comply with all safety and health standards of the Host Nation Government.

Information to be provided by requiring activity.

Following information is extracted from AR 70-12 dated 10 Nov 1990,

**NATO fuel designations and U.S. equivalent specifications/standards**

| <b>NATO<br/>code no.</b> | <b>NATO Title</b>   | <b>Military/Federal<br/>Specifications</b>                                    | <b>Industry equivalent<br/>Standard</b>                |
|--------------------------|---|---|--|
| <b>F-18</b>              | <b>Gasoline, aviation<br/>grade 100/130</b>                       | <b>HL.G.5572 Gasoline<br/>Aviation 100/130</b>                                | <b>ASTM D910 aviation<br/>gasoline</b>                 |
| <b>F-46</b>              | <b>Gasoline, auto<br/>military (95IRON)</b>                       | <b>MIL-G-3056 Gasoline<br/>auto, Combat</b>                                   |  |
| <b>F-49</b>              | <b>Gasoline, auto<br/>military (95IRON)</b>                       |   |  |
| _____                    | _____   | <b>VV-G-1690 Gasoline<br/>auto</b>  | <b>ASTM D439 auto<br/>gasoline</b>                     |
| _____                    | _____   | <b>MIL-G-53006 Gasohol<br/>auto</b>   |  |
| <b>F-40</b>              | <b>Turbine fuel,<br/>aviation, widecut<br/>type +FSII (S-748)</b> | <b>MIL-T-5624 Turbine<br/>Fuel, aviation<br/>grade JP-4</b>                   | <b>ASTM D1655<br/>aviation turbine<br/>fuel, Jet b</b> |
| <b>F-34</b>              | <b>Turbine fuel<br/>aviation, kerosene<br/>type +FSII (S-748)</b> | <b>MIL-T-83133 Turbine<br/>Fuel, aviation,<br/>kerosene, grade JP-5</b>       | <b>ASTM D1655<br/>aviation, turbine</b>                |
| <b>F-44</b>              | <b>Turbine fuel,<br/>highflash type,</b>                          | <b>MIL-T-5624 Turbine Fuel<br/>aviation, grade JP-5</b>                       |  |
| <b>F-54</b>              | <b>Diesel fuel,<br/>military</b>                                  | <b>VV-800 Fuel oil, diesel<br/>grade DF-2 (CONUS)</b>                         |  |
| _____                    | _____   | <b>VV-F-800 Fuel oil, diesel<br/>diesel, grades DF-1<br/>and DF-2 (CONUS)</b> | <b>ASTM D975 diesel<br/>grades 1-D &amp; 2-D</b>       |
| <b>F-76</b>              | <b>Fuel, naval<br/>distillate</b>                                 | <b>HL-F-16884, fuel<br/>naval distillate</b>                                  |  |

#### **D. STANDARD SPECIFICATIONS (General)**

**When acquiring logistic and life support through contractual means, writing adequate specifications is one of the most difficult tasks that the requiring activity will encounter. In order to simplify the process and provide assistance the following standard specifications have been prepared. If the standard specification provides the supplies and/or services desired, all you need do is reference this specification on your Purchase Request and Commitment (PR&C). In instances where no standard specification is provided or if the standard specification does not meet your needs, you must provide a written specification with your PR&C. Contracting personnel are available to assist you upon request or you can use the standard specifications provided and tailor them to your needs.**



The following illumination level are listed as minimum requirements in  
MIL STD 1472C (2May 1981)

**TABLE XXI, SPECIFIC TASK ILLUMINATION REQUIREMENTS**  
**WORK AREA OR TYPE OF TASK**                      **RECOMMENDED MIN.**  
**LUX (FT-C)**

---

|                                |             |
|--------------------------------|-------------|
| Console Surface                | 325 ( 50)   |
| Hallways                       | 110 ( 10)   |
| Switchboards                   | 325 ( 30)   |
| Office Work, General           | 540 ( 50)   |
| Ordinary Seeing                | 325 ( 30)   |
| Inspection Tasks, General      |             |
| rough                          | 325 ( 30)   |
| medium                         | 540 ( 50)   |
| fine                           | 1075 (1000) |
| Reading                        |             |
| large print                    | 110 ( 10)   |
| newsprint                      | 325 ( 30)   |
| handwritten reports, in pencil | 540 ( 50)   |
| small type                     | 540 ( 50)   |
| prolonged reading              | 540 ( 50)   |
| Repair Work                    |             |
| general                        | 325 ( 30)   |
| instrument                     | 1075 (100)  |
| Storage                        |             |
| inactive or dead               | 30 ( 3)     |
| general warehouse              | 55 ( 5)     |
| live, rough, or bulk           | 55 ( 5)     |
| live, medium                   | 215 (20)    |
| live, fine                     | 325 ( 30)   |

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(as extracted from MIL.STD-1472C)

## **D. STEAM CLEANERS**

### **SPECIFICATION WRCC C0001 ( GASOLINE OPERATED/DIESEL FUEL HEATED STEAM CLEANERS)**

**1. The diesel powered, portable, wheel mounted, steam cleaner/s to be furnished by the contractor for the stated rental period will be commercial type “Kaercher 2 B” or equal. The furnished units must have the following operational capabilities:**

|                            |                        |
|----------------------------|------------------------|
| <b>Water Output:</b>       | <b>600-1150 ltr/hr</b> |
| <b>Operating Pressure:</b> | <b>30-140 bar</b>      |
| <b>Temperature Range:</b>  | <b>30-155 degree C</b> |

**2. The steam cleaner unit will be powered by a self-contained gasoline engine and with exception of the water supply, will operate free of any external connections to electrical and water sources. The water will be heated by an internal burner unit that is fueled from an on board fuel tank (capacity of approximately 30 liters). Each steam cleaner will be equipped with one solvent holding tank (capacity to be approximately 20 liters).**

**3. The contractor must furnish the following items for each steam cleaner:**

**a. One (1) 9.5 meter hose equipped with a pistol grip spray nozzle that has a hand operated shut off control. In addition to a control lever to regulate the flow of water, it must be capable of varying the flow from a spray to a positive action stream.**

**b. A 15 meter water hose to connect the unit to the input water sources.**

**c. Cleaning agents, as specified. All cleaning agents provided must meet the applicable bio/ecological regulations of the host nation in addition to being biodegradable.**

**d. One hand operated pump to transfer cleaning agents from supply containers to holding tank.**

**4. The contractor will provide a point of contact for “on call” maintenance and/or replacement of equipment. The point of contact must be available from 08:00 to 20:00 hours to include Saturdays, Sundays and all local and American holidays. The contractor will provide all the labor, material and supervision required to keep the equipment in a serviceable and safe operating condition. Repair and maintenance may be performed on site, subject to coordination with the COR. If a steam cleaner becomes inoperable due to the need for repair and /or maintenance, the contractor will be notified immediately.**

**The Contractor must respond, within six (6) hours after notification, to perform the repair and maintenance services. If repair and maintenance services cannot be performed within the same day, the contractor shall furnish a replacement unit. Equipment that remains inoperable for more than 12 hours period will be considered not available for use and rental fees will cease until the equipment is repaired to a fully operable condition or replaced with a serviceable unit. The pick-up and removal of inoperable equipment will be accomplished at contractor expense.**

**5. With the exception of fuel needed for the operation of the steam cleaners, the contractor will provide all POL products to include oil and grease.**

**6. At the time of delivery and installation the contractor will conduct a one hour orientation class to selected US personnel on the safe and proper use of the equipment. Class will be conducted at each delivery site and the date and time for the training will be coordinated between the COR and the contractor. The instructions must be presented in the English language. In addition the contractor must provide two copied of the applicable operational manuals to the COR. These manuals must also be in the English language. (The manuals will be returned to the contractor at the completion of the contract period).**

**7. The contractor is responsible for the delivery site placement, and an operational test of each unit subsequent to delivery. The contractor must ensure that the equipment and its installation meet the requirements of all applicable VDE regulations and the Trade Unions (UVV) accident prevention regulations.**

**8. Contractor will ensure that all steam cleaners are operational and ready for use by 0800 hours on the first day of the rental period. The contractor must remove all equipment (within 24 hours) after the end of the rental period.**

**9. Acceptance of Steam Cleaner/s by the Government**

**At the time the steam cleaner/s are delivered to the Government, the contractor shall issue in duplicate a delivery ticket, written in English, for each steam cleaner, which provides the user a means to annotate the condition of the equipment. In addition, general operating instructions in English, to include refueling procedures, how to check and add oil, proper operating techniques and preventive maintenance procedures will be contractor provided. The contractor and the COR will jointly inspect the equipment for completeness and will list all damage (such as, but not limited to, scratches, dents, etc.,) on the protocol. The delivery ticket must be signed and dated by both the COR and the contractor as acknowledgment that the steam cleaner was received by the Government in the condition described/annotated. A copy of the protocol will be retained by the contractor and the COR for use during the joint inspection that must again be conducted at the end of the rental period.**

#### **10. Return of Steam Cleaner/s to Contractor**

**Upon expiration of rental period, the steam cleaner/s will be returned to the contractor, clean and complete with all accessories. Utilizing the delivery ticket, a joint inspection will be conducted and all discrepancies will be noted. Both the COR and the contractor, or his authorized representative will sign the delivery ticket to acknowledge the return of the equipment in the described/annotated condition. Reasonable wear and tear, as well as damages which are not annotated on the turn-in delivery ticket will not be considered as valid if the contractor later submits a claim against the government.**

#### **D. STEAM CLEANERS**

##### **A. SPECIFICATION WRCC C0002 (GASOLINE OPERATED/DIESEL FUEL HEATED STEAM CLEANER)**

1. The portable skid mounted steam cleaner(s) to be furnished by the contractor for the stated period will be commercial type Kaercher Model HDS 1200 BK or equal. The furnished units should have the following operations capacities:

|                              |                                   |
|------------------------------|-----------------------------------|
| Water Output:                | low range minimum 240 ltr/hr      |
| Four Temperature Selections: | high range minimum 1220 ltr/hr    |
| Operating Pressure           | 200 C (saturated steam) 18-50 Bar |

2. The furnished steam cleaner(s) shall be powered by a self contained gasoline engine, and equipped with an on board fuel tank. With the exception of the water supply line, it shall operate free of other external connections (i.e. electrical). The water will be heated by an internal diesel fueled burner unit, that is fueled from an on board tank.

In addition, the heating system must be equipped so as to siphon fuel from external fuel tank. The steam cleaner must also be equipped to siphon cleaning detergent from an external tank (both siphon system must be self priming).

3. Steam cleaners shall be skid mounted, equipped with retractable wheel which permit easy movement of the unit when operating in a field exercise environment. In addition to normal fixed water facilities, the input water system shall be design that permits the use of a water source such as a lake, pond, and/or river. When utilizing the above water source the input suction device must be of a sufficient size and power so as to provide adequate input from a water source that is up to 5 meters below the operating level of the steam cleaner unit.

4. The contractor will provide a point of contact for "on call" maintenance and/or replacement of equipment. The point of contact must be available from 0800 to 2000 hours to include Saturdays, Sundays and all local and American holidays. The contractor will provide all the labor, material and supervision required to keep the equipment in a serviceable and safe operating condition. Repair and maintenance may be performed on site, subject to coordination with the COR. If a steam cleaner becomes inoperable due to the need for repair and/or maintenance, the contractor will be notified immediately. The contractor must respond, within six (6) hours after notification, to perform the repair and maintenance services. If repair and maintenance services cannot be performed within the same day, the contractor shall furnish a replacement unit. Equipment that remains inoperable for more than a 12 hour period will be considered not available for use and rental fees will cease until the equipment is repaired to a fully operable condition or replaced with a serviceable unit. The pick-up and removal of inoperable equipment will be accomplished at contractor expense.

**5. With the exception of fuel needed for the operation of the steam cleaners, the contractor will provide all POL products to include oil and grease.**

**6. The contractor will conduct a one hour orientation class to selected US COR personnel on the safe and proper use of the equipment. Class will be conducted at each delivery site and the date and time will be coordinated between the COR and the contractor. The instructions must be presented in the English language. In addition the contractor must provide two copies of the applicable operational manuals to the COR. These manuals must also be in the English language. (The manuals will returned to the contractor at the completion of the contract period).**

**7. The contractor is responsible for the delivery, site placement, and an operational test of each unit subsequent to delivery. The contractor must ensure that the equipment and its installation meet the requirements of all applicable HNG regulations and the Trade Union (UVV) accident prevention regulation.**

**8. Contractor will ensure that all steam cleaners are operational and ready for use by 0800 hours on the first day of the rental period. The contractor must remove all equipment 24 hours after the end of the rental period.**

**9. Acceptance of Steam Cleaner/s by the Government:**

**At the time the steam cleaner/s are delivered to the Government, the contractor shall issue in duplicate a delivery ticket, written in English, for each steam cleaner, which provided the user a means to annotate the condition of the equipment. In addition, general operating instructions in English, to include refueling procedures, how to check and add oil, proper operating techniques and preventive maintenance procedures will be contractor provided. The contractor and the COR will jointly inspect the equipment for completeness and will list all damage (such as, but not limited to scratches, dents, etc.) on the delivery ticket. The delivery ticket must be signed and dated by both the COR and the contractor as acknowledgment that the steam cleaner was received by the Government in the condition described/annotated. A copy of the delivery ticket will be retained by the contractor and the COR for use during the joint inspection that must again be conducted at the end of the rental period.**

**10. Return of Steam Cleaner/s to Contractor**

**Upon expiration of rental period, the steam cleaner/s will be returned to the contractor, clean and complete with all accessories. Utilizing the delivery ticket, a joint inspection will be conducted and all discrepancies will be noted. Both the COR and the contractor, or his authorized representative will sign the delivery ticket to acknowledge the return of the equipment in the described/annotated condition. Reasonable wear and tear, as well as damages which are not annotated on the turn-in delivery ticket will not be considered as valid if the contractor late submits a claim against the government.**

#### **A. WRCC SPECIFICATION F 0001 (FORKLIFTS)**

**1. The forklifts provided by the contractor for the stated rental period will be of commercial type that is equipped for outdoor use. The lifts must have the capability of lifting the specified weight \_\_\_\_\_ (Kilos), to a minimum of 2.5 meters in height. In addition the equipment will be capable of maintaining stability on a 6% incline, while handling a load of the specified amount.**

**2. At the time of delivery the forklifts shall be in a sound mechanical condition free of all known defects, ready for immediate use. The equipment must meet all the applicable HNG and Trade Union requirements for safe operations.**

**3. In addition to the above, the forklifts will be equipped with the following:**

- a. Gas/diesel powered engine**
- b. Self-sustained electrical system to include an electric starter**
- c. Pneumatic tires (snow chains to be provided during winter months)**
- d. Spark proof exhaust system**
- e. Front and rear lights that will facilitate on road operations during times of darkness**
- f. Driver protection roll bar**
- g. Adjustable forks**
- h. Warning device (automatically activated when the lift is placed in reverse gear)**

**4. The contractor shall furnish all the transportation, labor, material, and supervision required for the delivery, operational test, repair and maintenance and removal of the equipment at the end of the rental period. In addition the contractor shall furnish all POL products, (with the exception of fuel). This is to include distilled water for batteries.**

**5. The contractor shall provide a point of contact for “on call” maintenance and/or replacement of equipment. The point of contact must be available from 0800 to 2000 hours to include Saturdays, Sundays and all local and American holidays. The contractor will provide all the labor, material and supervision required to keep the equipment in a serviceable and safe operating condition. Repair and maintenance may be performed on site, subject to coordination with the COR. If a forklift becomes inoperable due to the need for repair and/or maintenance, the contractor will be notified immediately. The contractor must respond, within six (6) hours after notification, to perform the repair and maintenance services. If repair and maintenance services cannot be performed within the same day, the contractor shall furnish a replacement unit. Equipment that remains inoperable for more than a 12 hour period will be considered not available for use and rental fees will cease until the equipment is repaired to a fully operational condition or replaced with a serviceable unit. The pick-up and removal of inoperable equipment will be accomplished at contractor expense.**

**6. Acceptance of forklifts by the Government: At the time the forklifts are delivered to the Government, the contractor shall issue in duplicate a delivery ticket, written in English, for each forklift, which provides the user a means to annotate the conditions of the equipment. In addition, general operating instruction, to include the refueling procedures, how to check and add oil, proper operating techniques and preventive maintenance procedures will be provided by the contractor. The contractor and the COR will jointly inspect the equipment for completeness and will list all damage (such as, but not limited to, scratches, dents, etc.) on the delivery ticket. The delivery ticket must be signed and dated by both the COR and the contractor as acknowledgment that the forklift was received by the Government in the condition described/annotated. A copy of the delivery ticket will be retained by the contractor and the COR for use during the joint inspection that must again be conducted at the end of the rental period.**

**7. Return of forklifts to contractor: Upon expiration of rental period, forklifts will be returned to the contractor, clean and complete with all accessories. Utilizing the delivery ticket, joint inspection will be conducted and all discrepancies will be noted. Both the COR and the contractor, or his authorized representative will sign the delivery ticket to acknowledge the return of the equipment in the described condition. Reasonable wear and tear, as well as damages which are not annotated on the turn-in delivery ticket will not be considered as valid if the contractor later submits a claim against the Government.**



## **C. FLOODLIGHTS**

### **A. WRCC SPECIFICATION F0001 (FLOODLIGHTS)**

**1. The portable, wheel mounted, self contained lights to be furnished by the contractor will be commercial type that meets and/or exceeds the following specifications:**

**a. The unit/s must be completely self contained, to include an on board generator capable of providing the required electrical power on a sustained basis (12 hours without interruptions). The noise level of the generator shall not exceed 75 DBA, measured at a distance of 7 meters from the unit.**

**b. The unit/s will be equipped with an on board fuel tank which has a minimum fuel capacity to operate the unit for a 12 hour period without interruption.**

**c. The unit/s will be equipped with six 1500 watt halogen lights which are to be mounted on a telescoping mast that can be adjusted from 7 to 9 meters in height. The lights are to be separately mounted on the mast and must be both horizontally and vertically adjustable to permit changes in the direction they can be aimed.**

**d. All fixtures, to include light bulbs, must be weather resistant to allow their operable use outdoors during periods of rain, wind, snow, and inclement weather conditions in general.**

**e. The contractor shall provide all cables, cords and operating accessories, to include spare lightbulbs (2 per light unit) and operational manuals in the English language.**

**2. The contractor is responsible for the delivery site placement, and an operational test of each unit. The contractor must further ensure that the equipment and its installation meet the requirements of all applicable HNG regulations and the Trade Unions (UVV) accident prevention regulations. All units will be delivered, installed and completely operational not later than 1400 hours on the first day of the rental period.**

**3. The contractor will provide a point of contact for “on call” maintenance and/or replacement of equipment. The point of contact must be available from 0800 to 2000 hours daily, to include Saturday, Sundays and all local and American holidays. In addition, the contractor will provide all labor, material, and supervision required to keep the equipment in a serviceable and safe operational condition. Repair and maintenance may be performed on site, subject to coordination with the COR. If a light unit becomes inoperable, the contractor will be notified immediately. The contractor must respond within 6 hours after notification, to perform the required repair and maintenance services. Equipment that remains inoperable for more than a 24 hour period will be considered not available for use and rental fees will cease until the equipment is repaired to a fully operable condition replaced with a serviceable unit. The pick-up and removal of inoperable equipment will be accomplished at contractor expense.**

#### **D. LATRINE AND REFUSE CONTRACTS AND COR DUTIES**

1. Latrine contracts for exercises are difficult to administer and COR duties can be extensive. Through experience, the center, has developed the most workable type of contract for exercises, contingencies and deployments.

2. The number of and movement of latrines during the exercise can be solved only if the unit commanders and the CORs involved understand the contract and how it works. Coordination of all units participating is an absolute necessity, therefore, **ALL REQUESTS MUST GO THRU A CENTRAL COMMITTEE BEFORE SUBMISSION TO THE CENTER FOR CONTRACTING. THIS CENTRAL COMMITTEE SHOULD COMBINE ALL LIKE REQUIREMENTS TO PREVENT DUPLICATE REQUESTS BY SEVERAL DIFFERENT UNITS FOR THE SAME SERVICES.**

3. Of primary importance is the need to submit PR&Cs to the Contracting Center not later than 60 days before the startex date. **THE ENTIRE exercise requirements MUST BE KNOWN, TO INCLUDE THE maneuver BOX, STAGING AREA, AND RAA. THE DATES OF exercise MUST BE KNOWN ALSO AT THIS TIME. THESE AREAS AND THESE DATES MUST BE FIRM AND MUST NOT CHANGE AFTER THE SOLICITATION HAS GONE OUT (about 45 days from startex date).** The number of latrines needed for the entire exercise **MUST** be known also at this time (approximately 1 latrines per 15 Persons).

4. A solicitation for a Firm Fixed Price Type Contract will be sent to several different contractors at least 45 days in advance of the exercise. The solicitation will ask for the total number of latrines, as per the central committee, that **ALL** participating units have requested. For example, if it has been determined that there will be a need for 400 latrines for the entire exercise, then on the specified date the contractor contracted to deliver 100 latrines to 4 different locations within the exercise area. Rental on all of the latrines will start from the date of delivery.

5. As a separate line item, a **RELOCATION SERVICE** should be requested. This relocation service will be used as units call in the locations, within the exercise **AREA** where latrines will be needed. **CLEANING SERVICE** will be provided to only those latrines that have been relocated. Only a certain number of latrines will be relocated per day, for instance, 50 or 60 latrines may be moved per day.

6. An absolute necessity is the training of CORs. **EACH UNIT SHOULD HAVE ONLY ONE HEAD COR.** Each COR may have Field Representatives who will call in requirements, as they occur. The Head CORs of each unit **MUST** stay at a centralized location and must have access to mobile telephones. The contractor will also stay at the same centralized location and be available for daily coordination with the CORs.

#### **D. REFUSE (General)**

1. The European ecology laws and regulations establish very stringent rules on the disposal of refuse. The manner and the frequency of emptying containers are dependent upon the category of refuse to be disposed.

2. The following provides a brief description of the categories of refuse that is typically generated during a large military exercise. In addition the typical container sizes are furnished to include the required frequency of emptyings.

#### **CATEGORIES OF REFUSE**

##### **a. Regular Trash:**

All solid waste material, with the exception of those types listed at b. through g. below:

- (1) Typical size of containers: 1, 5, and 10. 16, 20, or 24 cbm.
- (2) Frequency of emptyings: Determined by requiring activity.

##### **b. Edible Garbage:**

All food waste that is generated by food service facilities.

- (1) Typical size containers: 200 liters, 1, 5, or 10 cbm.
- (2) Frequency of emptyings: Daily emptying is mandatory.

##### **c. POL Waste:**

Oils, antifreeze, brake fluids, and other vehicle related fluids.

- (1) Typical size of containers: 500 or 1000 liters
- (2) Frequency of emptyings: To be determined by the requiring activity.

##### **d Contaminated Soil:**

Dirt removed from around oil pans or soil that has been contaminated by the accidental spillage of POL and/or chemical agents.

- (1) Typical size containers: 10, 20, 0r 24 cbm.
- (2) Frequency of emptyings: Determined by the requiring activity.

##### **e. Medical Waste:**

Solid waste generated by medical laboratory facilities, which requires controlled disposal.

- (1) Typical size containers: 200 liters, 1, or 5 cbm.
- (2) Frequency of emptyings: Daily emptying is mandatory,

**f. Liquid Waste:**

Chemical agents and liquids generated by X-ray laboratories.

- (1) Typical size tanks: 400 or 1000 liters
- (2) Frequency of emptying: To be determined by the requiring activity.

**g. Glass**

In most European countries, government regulations prohibit the disposal of glass into general trash containers. At larger sites a container should be designated for the disposal of glass only.

**3. Hints for determining requirements:**

a. During previous exercises, planners have used a ratio of one cubic meter of regular trash container space for each 60 people. This was based on daily emptyings. This ratio has proven to be acceptable in most instances. As a contingency, the planner should consider including on the Purchase Request and Commitment (PR&C) a request for the establishment of contractual provisions for additional emptyings on an “on call” basis.

b. When determining the size of containers and the frequency of emptyings the planner should note that emptyings for containers at isolated sites may be extremely expensive. Consideration should be given to requesting larger containers and less frequent emptyings at these sites. At larger sites and highly populated areas where emptyings may be cheaper due to the large number of containers within a small proximity, twice daily emptyings may offer the most economical mix.

c. The size, quantity, and frequency of emptying for all other type refuse should be determined by the amount of use. POL waste, contaminated soil, glass, and liquid waste normally do not require frequent emptyings and in many cases the only emptyings are at the end of the rental period.

## **D. REFUSE CONTAINERS**

### **A. SPECIFICATION WRCC R0001 (REFUSE CONTAINER)**

1. The refuse containers that are to be provided by the contractor are commercial type, that is specifically designed to accommodate\_\_\_\_\_ type trash. The containers are to be size\_\_\_\_\_ (Liters/cbm). The containers must be constructed of metal or hardened plastic material that is appropriate for the container size and trash type. Each container must be equipped with a hinged lid that closes in such a manner that prevents the entry of rain and limits the escape of unpleasant odors. Contractors are required to comply with acceptable trade practices and all work performed must be in accordance with the local and federal ecology laws and regulations.

2. The contractor will provide all labor, materiel, transportation, and equipment required for the delivery, installation, removal of trash, and the pickup of the containers at the end of the rental period. In addition the contractor is fully responsible for obtaining and holding current permits with approved dumping and disposal points. (Unless Government disposal points are specifically identified in the contract schedule).

3. The emptying of each container includes the complete removal of all trash from the container and the removal of all bagged trash at the container location. In addition the contractor is responsible for cleaning up all trash that is spilled during the emptying/servicing process.

4. The contractor must implement a quality assurance program that will ensure that his work and the work performance by his employees is accomplished in such a manner that is in conformance with applicable standards of the trade and is in compliance with local and federal host nation ecology laws and directives. The contractor must obtain and hold current all necessary approvals and permit for the lawful performance of the prescribed services. In addition, the contractor must obtain the necessary permits for the operation of his service and disposal vehicles on Saturdays, Sundays and holidays.

5. All refuse containers will be delivered, installed, and ready for use no later than 0800 hours on the first day of the specified rental period.

6. When on call emptyings/servicings and/or relocations are specified in the contract, the contractor must perform the required services as specified below:

a. When the contractor is notified prior to 1200 hours the work must be accomplished on the same date

.

b. When the contractor is notified after 1200 hours, the work must be accomplished no later than 1000 hours on the following date.

#### **D. SHOWER TRAILERS (General)**

- 1. There are a large variety of commercial shower trailers available on the European market. Their size, configuration, and capability vary extensively. The most common units are configured into either 6 or 12 shower heads per unit.**
- 2. The most critical factor for the successful operation of shower trailers is the selection of the right trailer configuration for your location and circumstances.**
- 3. Prior to deciding what type shower trailer is the most appropriate, consider the following:**
  - a. The availability of utilities, i.e. electrical, water, fuel and sewage.**
  - b. The length of rental period and the type of personnel that will be utilizing the facility. For example, infantry soldiers or hospital patients.**
  - c. Estimated number of personnel that will utilize the showers and their basic work hours. Problems have occurred in the past when planners calculated their requirements based on the total number of personnel utilizing the shower unit capacity over a 24 hour period. It is unrealistic to assume that personnel will be using the showers on a continuous basis, over a 24 hour period. Actually, personnel shower within a short time frame and the hot water equipment will not provide sufficient hot water during that period. These peak usage's must be considered.**
  - d. Weather conditions, (during winter months more hot water is required.)**
- 4. The significant differences in the available units are as follows:**
  - a. Hot water heating capability and the hot water storage capacity.**
  - b. The number of showers that will be taken in a specified period.**
  - c. Utilities required for effective operations.**

**5. During the past, planners have based their requirements on some false assumptions. Information available to them has indicated that there were only two types of shower trailers available. This is not the case as there are numerous types and configurations on the market. It is true that there are only two basic modes of providing the required utilities, either from existing fixed sources or transportable sources, such as water trailers, power generators and waste water holding tanks. In addition there are three modes of heating the water. They are: on board electric hot water heaters; on board diesel fueled hot water furnaces; and a combination of which can be designed to meet any field situation, and there are advantages and disadvantages associated with the use of both configurations. They are:**

**a. Disadvantages:**

**(1) The unit requires an electrical source that can provide 380 volts and approximately 55 to 65 Amps.**

**(2) Provisions must be made for the supply of diesel fuel.**

**b. Advantage; For use in larger areas such as RAA sites, the units may prove to be economical due to the increased efficiency.**

**6. The standard specifications provided are for typical configured shower trailers.**

## **D. SHOWERS**

### **A. SPECIFICATION WRCC S-0001 (6 HEAD SHOWER TRAILER GOVERNMENT FURNISHED UTILITIES)**

**1. The services to be rendered consist of the rental, installation, and maintenance, cleaning (as specified) of the shower units and associated equipment; to include the removal of all contractor furnished equipment upon completion of the rental period.**

**The contractors will provide \_\_\_\_\*\_\_\_\_ each trailer/s. The shower trailer/s are to be delivered and installed at the site(s) and in the configuration/s as stated in the contract schedule and the attached plot plans.**

**The shower trailer/s shall be constructed in such a manner as to meet, or exceed, the applicable VDE and trade standards.**

**The contractor shall furnish the required hoses and power cables to connect the shower trailer/s to government provided utilities, i.e. water, electrical, and sewage. ( In situations where the hookup for government utilities exceeds 20 meters the distance must be specified in the requirement).**

**The shower trailer/s shall meet or exceed the following minimum specifications:**

**a. Size (inside dimensions)**

**6 meters in length**

**2.4 meters in width**

**2.4 meters in height**

**b. Shower Configuration**

**Shower room with six (6) shower heads. Dressing room with a minimum of four (4) wash basins equipped with hot and cold water faucets four (4) mirrors and shelves, four (4) electrical outlets, and twelve 912) clothes hanging pegs/hooks.**

**c. Heaters: Electrical, constant controlled and adequate to maintain \_\_\_\_\*\_\_\_\_ + or - 3 degrees.**

**d. Fan: Electrical, adequate size to ventilate the enclosure.**



**e. Hot Water System; Electrical adequate to sustain a mixed water temperature of 45 degrees C + or - 3 degrees for a continuous period of 40 minutes or 20 individual showers prior to requiring a recycling. The hot water storage tank shall be a minimum of 400 liters and have a control system that will prevent scalding. The hot water system shall be able to provide a water flow rate of each shower head of 18 GPM.**

**f. Lighting; Each trailer shall be equipped with fluorescent lighting sufficient to provide \_\_\_\_\*\_\_\_\_ lux measured at 80 cm above the floor.**

**g. Electrical Installation: Each trailer will be equipped with a fuse box, with each circuit within the trailer being appropriately fused to meet the applicable HNG standards. All electrical wiring within the trailer will originate from this fuse box. All outlets will be wired with an appropriate ground to ensure that personnel are not endangered by electrical shock.**

**h. Floors: All floors within the shower room will be covered with a non-skid surface and/or aerated matting.**

**2. The US Government will provide:**

**a. Utilities with the completion of the installation of each shower unit.**

**b. The equipment and labor for snow removal (on top and in the vicinity) for each shower unit shall be the responsibility of the Government.**

**\*Blanks are to be filled in by the requiring activity.**

#### **D. SHOWERS**

##### **A. SPECIFICATION UCC 50002 - (6 HEAD SHOWER TRAILER CONTRACTOR FURNISHED UTILITIES)**

The services to be rendered consist of the rental, installation, and maintenance, cleaning (as specified) of the shower units and associated equipment, to include the removal of all contractor furnished equipment upon completion of the rental period.

The contractor shall provide \_\_\_\_\*\_\_\_\_ each shower trailer/s. The shower trailer/s are to be delivered and installed at the site(s) and in the configuration/s as stated in the contract schedule and the attached plot plans.

The shower trailer/s shall be constructed in such a manner as to meet, or exceed, the applicable HNG and trade standards.

The shower trailer/s shall meet or exceed the following minimum specifications:

**a. Size (inside dimensions)**

6 meters in length

2.4 meters in width

2.4 meters in height

**b. Shower Configuration**

Shower room with six (6) shower heads. Dressing room with a minimum of four (4) wash basins equipped with hot and cold water faucets, four (4) mirrors and shelves, four (4) electrical outlets, and twelve (12) clothes hanging pegs/hooks.

**c. Heaters:** Electrical, constant controlled and adequate to maintain \_\_\_\_\*\_\_\_\_ + or - 3 degrees.

**d. Fan:** Electrical, adequate size to ventilate the enclosure.

**e. Hot Water System:** Electrical, adequate to sustain a mixed water temperature of 45C + or - 3 degrees for a continuous period of 40 minutes or 20 individual showers prior to requiring a recycling. The hot water storage tank shall be a minimum of 400 liters and have a control system that will prevent scalding. The hot water system shall be able to provide a water flow rate to each shower head of 18 GPM.

**f. Lighting;** Each trailer shall be equipped with fluorescent lighting sufficient to provide \_\_\_\_\*\_\_\_\_ lux measured at 80 cm above the floor.

**g. Electrical Installation:** Each trailer will be equipped with a fuse box, with each circuit within the trailer being appropriately fused to meet the applicable HNG standards. All electrical wiring within the trailer will originate from this fuse box. All outlets will be wired with an appropriate ground to ensure that personnel are not endangered by electrical shock

**h. Floors:** All floors within the shower room will be covered with a non-skid surface and/or aerated matting.

**2. The contractor shall have \_\_\_\_\*\_\_\_\_ ea. designated maintenance personnel stationed on-site.** These persons will be available 24 hours a day, 7 days a week, in order to perform the repairs and/or replacement actions as necessary. They shall also be qualified to perform all types of shower trailer maintenance.

**3. The US Government will provide:** The equipment and labor for snow removal (on top and in the vicinity) for each shower unit shall be the responsibility of the Government.

**\* Blanks are to be filled in by the requiring activity.**

## **D. SHOWERS**

### **A. SPECIFICATION USS S0003 - (6 HEAD SHOWER TRAILER, GOVERNMENT FURNISHED UTILITIES CONTINUOUS OPERATION)**

**1. The services to be rendered consist of the rental, installation, ,maintenance, cleaning (as specified) of the shower units and associated equipment; to include the removal of all contractor furnished equipment upon completion of the rental period.**

**The contractor shall provide \_\_\_\_\_ each shower trailer/s. The shower trailer/s are to be delivered and installed at the site(s) and in the configuration/s as stated in the contract schedule and the attached plot plans.**

**The shower trailer/ shall be constructed in such a manner as to meet, or exceed, the applicable HNG and trade standards.**

**The contractor shall furnish the required hoses and power cables to connect the shower trailer/s to government provided utilities, i.e. water, electrical, and sewage. (In situations where the hookup for government utilities exceeds 30 meters in distance, that distance must be specified in the requirements).**

**The shower trailer/s shall meet or exceed the following minimum specifications:**

**a. Size (inside dimensions)**

**6 meters in length**

**2.4 meters in width**

**2.4 meters in height**

**b. Shower Configuration**

**Shower room with six (6) shower heads. Dressing room with a minimum, of four (4) wash basins equipped with hot and cold water faucets, four (4) mirrors and shelves, four (4)n electrical outlets, and twelve (12) clothes hanging pegs/hooks.**

**c. Heaters; Electrical, constant controlled and adequate to maintain \_\_\_\_\_ + or - 3 degrees.**

**d. Fan: Electrical, adequate size to ventilate the enclosure.**

**e. Hot Water System:** Diesel/electrical operated, adequate to sustain a mixed water temperature of 45C + or - 3 degrees for a continuous operation, without having a recycle period. The diesel storage capacity shall be a minimum of 1800 liters and have the capability of providing a minimum of 8 baths prior to refueling. The hot water system shall be able to provide a water flow rate to each shower head of 18 GPM. The hot water storage tank shall be a minimum of 600 liter and have a control system that will prevent scalding.

**f. Lighting:** Each trailers shall be equipped with fluorescent lighting sufficient to provide \_\_\_\_\_ lux measured at 80 cm above the floor.

**g. Electrical installation:** Each trailer will be equipped with a fuse box, with each circuit within the trailer being appropriately fused to meet the applicable HNG standards. All outlets will be wired with an appropriate ground to ensure that personnel are not endangered by electrical shock.

**h. Floors:** All floors within the shower-room will be covered with a non-skid surface and/or aerated matting.

**2. The contractor shall have \_\_\_\_\_ ea. designated maintenance personnel stationed on-site.** These persons will be available 24 hours a day, 7 days a week, in order to perform the repairs and/or replacement actions as necessary. They shall also be qualified to perform all types of shower trailer maintenance.

**3. The US Government will provide:** The equipment and labor for snow removal (on top and in the vicinity) for each shower unit shall be the responsibility of the Government.

**\* Blanks are to be filled in by the requiring activity.**

## **D. SHOWERS**

### **A. SPECIFICATION UCC S0004 - (6 SHOWERS TRAILER GOVERNMENT FURNISHED UTILITIES, ONE HOUR OPERATION)**

**1. The services to be rendered consist of the rental, installation, and maintenance, cleaning (as specified) of the shower units and associated equipment; to include the removal of all contractor furnished equipment upon completion of the rental period.**

**The contractor will provide \_\_\_\_\_ each shower trailer/s. The shower trailer/s are to be delivered and installed at the site(s) and in the configuration/s as stated in the contract schedule and the attached plot plan.**

**The shower trailer/s shall be constructed in such a manner as to meet, or exceed, the applicable HNG and trade standards.**

**The contractor shall furnish the required hoses and power cables to connect the shower trailer/s to government provided utilities, i. e. water, electrical, and sewage. (In situations where the hookup for government utilities exceeds 20 meters in distance, that distance shall be specified in the requirement).**

**The showers trailer/s shall meet or exceed the following minimum specifications:**

**a. Size (inside dimensions)**

**6 meters in length**

**2.4 meters in width**

**2.4 meters in height**

**b. Shower Configuration**

**Shower room with six (6) shower heads. Dressing room with a minimum of four (4) wash basins equipped with hot and cold water faucets four (4) mirrors and shelves, four (4) electrical outlets, and twelve (12) clothes hanging pegs/hooks.**

**c. Heaters: Electrical, constant controlled and adequate to maintain \_\_\_\_\_ + or - 3 degrees.**

**d. Fan: Electrical, adequate size to ventilate the enclosure.**

**e. Hot Water System: Electrical adequate to sustain a mixed water temperature of 45C + or - 3 degrees for a continuous period of 60 minutes or 36 individual showers prior to requiring a recycling. The hot water storage tank should be a minimum of 600 liters and have a control system that will prevent scalding. The hot water system shall be able to provide a water flow rate to each shower head of 18 GPM.**

**f. Lighting:** Each trailers shall be equipped with fluorescent lighting sufficient to provide \_\_\_\_\_ lux measured at 80 cm above the floor.

**g. Electrical Installation:** Each trailer will be equipped with a fuse box, with each circuit within the trailer being appropriately fused to meet the applicable HNG standards. All electrical wiring within the trailer will originate from this fuse box. All outlets will be wired with an appropriate ground to ensure that personnel are not endangered by electrical shock.

**h. Floors:** All floors within the shower room will be covered with a non-skid surface and/or aerated matting.

**2. The contractor shall have \_\_\_\_\_ ea. Designated maintenance personnel stationed on-site.** These persons will be available 24 hours a day, 7 days a week, in order to perform the repairs and/or replacement actions as necessary. They shall also be qualified to perform all types of shower trailer maintenance.

**3. The US Government will provide;**

**a. Utilities with the completion of the installation of each shower unit.**

**b. The equipment and labor for snow removal (on top and in the vicinity) for each shower unit shall be the responsibility of the Government.**

**\* Blanks are to be filled in by the requiring activity.**

#### **D. TENTS (General)**

**1. The rental/lease of tents to support an exercise the size of REFORGER creates a high demand on the market. During the larger exercises and contingency operations the US Army is often required to do business with every available tent contractor, therefore emphasis must be placed on well written specifications, and an effective quality assurance program. To achieve the quality of support desired, it is essential that the requirements be defined in a clear and concise manner in close coordination with contracting personnel. Once the PR&C has been submitted to the contracting activity it is important that all changes in requirements, (regardless of how minor) be coordinated with the contracting activity. During previous exercises the requiring activities often attempted to make changes after the contractor had started erecting tents. In these instances the changes must be handled as a contract modification which can result in increased costs. Performance start dates may also be jeopardized.**

**a. Tents vary in width, the common widths are 5, 8, 10,15, 16, 18, 20, 21, 25, 26 and 30 meters wide;**

**(1) Widths 8, 10, 15, 16, 18, 20, 21, and 25 are 2.4m in height and free standing.**

**(2) Widths 10, 15, 16, 18, 20, 21, and 22 are available in heights of 4.0m.**

**(3) widths 25, 26, and 30 are available in 4m heights (free standing) in a very limited quantity.**

**NOTE: Heights are measured at the corners and free standing means there are no internal center support poles.**

**b. The length of the tents starts at 5 meters and can be increased in 5 meter increments. No limit to number of increments.**

**c. The land in which tents are to be erected must be prepared and made available to the contractor in sufficient time to allow for the erection process. Severe weather conditions cause undue delays. During winter months tent contractors often require 4 to 6 weeks to erect the tentage for a large RAA site. Planners should consider all factors and ensure that adequate time is allowed to meet the performance start date.**

**2. The following data is based on experience gained through previous exercises. It is provided for guidance only. Requirements should be based on your circumstances, with all known factors considered.**

**a. Billet tents: A ratio of 4.5 square meters per person is recommended to calculate the total square meters required.**



**b. Dining tents:** A ratio of 1.5 square meters per person is recommended. Consideration must be given to peak troop strength and the schedule of time for serving, this is extremely important when contractor furnished meals are involved. The same ratio is used for Recreational tents.

**c. Maintenance tents:**

(1) When maintenance tents are required, special consideration must be given to height and size. The market will not support tents that exceed 4 meters in height (measured at the corners) and over 26 meters in width (free standing). Requirements that exceed these limits must be specially manufactured, thus drastically increasing cost as well as delay in delivery.

(2) Special door sizes and their locations must be clearly annotated in the PR&C description and reflected on the plot plans.

(3) Flooring is not normally installed in maintenance tents, however in some situations special areas within the tent may require flooring. This is available but the location and size must be clearly shown on the plot plan as well as included in the PR&C description.

(4) Special lighting: Maintenance tents and wash rack tents often require high intensity water proof lights. You must provide detailed specifications of your lighting requirements.

**d. Special Purpose Tents:** Special purpose tents to be used to house shower trailers, Post Exchange trailer and/or other similar functions, generally require special size doors as well as special electrical and utility hook ups. You must define your requirement for these type tents in specific detail.

**e. Heating of Tents:** The heating of tents often causes considerable problems and misunderstandings between the contractor and the requiring activities. The following temperature chart is provided to assist you in defining the desired temperature. The desired temperature must be defined to a specific Celsius degree. It should be noted that the contract specification will allow for a plus or minus factor of 3 degrees Celsius.

**f. Tent Flooring:**

(1) Standard flooring supports 250 kg per square meter. This has proven to be of adequate strength to support normal troop population.

(2) Reinforced flooring support 750 kg per square meter. This has been used in storage and recreation areas where video machines, etc. were placed.

g. Partitions: Partitions are often used to separate office space, and to provide separate sleeping areas for female soldiers. The standard partitions are normally constructed of canvas and they are 2.5 meters in height. It should be noted that excessive use of partitions often results in heating problems. In all cases the use of partitions normally increases the cost for both heaters and heating fuel.

h. Furniture: Tables and benches are available. The standard tables and benches will seat six people.

i. Lighting Requirements: The recommended lighting for reading and writing is \_\_\_\_ lux measured at 80 cm above the floor. Lighting in billet and recreational tents should normally meet this standard.

**2. PLOT PLANS:** When submitting requirements for tents, it is essential that the requiring activity include a plot plan. The arrangement of tents is a command decision, however, once the requirements is submitted to the contracting activity all changes in locations and/or configurations must be coordinated with the Contracting Officer. The importance of this cannot be over emphasized as the Federal Acquisition Regulation requires that all changes in requirements be delineated in a written amendment to the solicitation. In competitive procurement it is essential that all prospective contractors be kept on an equal footing during the pre-contracting period. Requiring activities should not make any changes to the specified requirements during site visits and/or during any conversation with potential contractors.

Potential contractors often make recommendations to the contracting activity that plot plans be changed and/or revised. This can often result in a cost savings to the Government and better service to the requiring activity. When this occurs, the requiring activity is asked by the Contracting Officer to determine the acceptability of the proposed changes. If acceptable, all prospective contractors are informed by written amendment and the revised configuration will be the basis for the resulting contract.

The sample plot plans in Chapter 16 are furnished for guidance only. The desired arrangement and configuration is at the discretion of the requiring activity.

#### **E. (TENTS - WINTERIZED)**

The services to be rendered consist of the rental, erection, dismantling, and maintenance of all tentage and associated equipment.

The contractor will provide \_\_\_\_\_ square meters tentage to be erected at the site(s) and in the configurations as stated in the contract schedule and the attached plot plans.

The tentage will be constructed of PVC or polyester coated canvas that meets the standards defined in DIN 4102 regarding fire resistance. In addition to the tentage, an exterior wall will be constructed to enclose each tent to the height of the tent eaves. The exterior wall is to be constructed of wood that has a minimum thickness of 20 mm, or hard plastic/fiberglass that has a minimum thickness of 3mm, or aluminum material which has minimum thickness of .75mm. The contractor must ensure that all tent flaps and openings are adequately secured so as to prevent wind and/or snow from entering the tent.

**Floors:** Unless otherwise specified the entire usable space within the tent must be covered with floors that are constructed of wood or other equally hard material (the material used must offer a nonskid surface). The floors must be installed in such a manner as to alleviate uneven surfaces that could cause personnel to stumble or trip. The floors must be elevated a minimum of 10 cm above the ground and be capable of supporting 250 kg per square meter.

**Entrances/Exits;** Each tent will be equipped with at least (two) lockable entrance/exit doorways. These doorways shall be constructed of wood, metal, or Plexiglas (no glass). The doors shall be a minimum of 100 cm wide and 210 cm high. (The contractor will furnish the COR with a minimum of two keys per door).

**Partitions/Dividers:** Shall be made of canvas and/or other suitable fire resistant material. They must be a minimum of 2.40 meters in height and 3 meters long (unless otherwise specified).

**Heating:** The contractor must furnish sufficient forced air, fuel operated heaters capable of maintaining a minimum temperature of \_\_\_\_\_ C(+/-3 degrees C). Each heater will be installed on an appropriate drip pan. When partitions/dividers are installed the contractor must ensure that adequate heaters are provided to heat each area. The heater installations shall be in accordance with the applicable HNG and Trade Union Standards for safety. Heaters are to be installed on the outside of the tents with heating ducts leading into the tents properly insulated.

**Fuel tanks:** The contractor shall furnish at least one 600 liter fuel tank per installed heater. The tank must be clean and fully operational at time of delivery. In addition, the contractor will be responsible for the maintenance of the fuel tanks. The fuel tank installations shall be in accordance with the applicable HNG and Trade Union safety standards. The tanks must be installed on the outside of the tents.

**Fuel:** After initial testing and set up of heaters, the Government will provide Grade # 2, German specification DIN 51603 fuel oil as required during the performance of the contract.

**Lighting:** Each tent shall be equipped with fluorescent lighting sufficient to provide \_\_\_\_\_ lux measured at 80 cm off the floor (subject to being measured at any place within the tent).

**Electrical Installation:** A JP54 or equivalent fuse box will be installed in each tent. The box will be equipped with at least one connector to accommodate a single 380V/16Amp male plug, CEE NORM. All wiring within the tent will originate from this fuse box and all circuits will be properly fused. The specified quantities of electrical outlets, 220V16Amp, will be installed within the tent. The location of the outlets will be coordinated with the COR.

The Government will provide the required electrical power and will be responsible for the cables and connections from the contractors fuse box to the government furnished power source.

**Furniture:** The specified number of tables and benches, capable of seating six (6) adults will be provided. The contractor will place the furniture in the tent at the locations determined by the COR.

The Contractor shall have \_\_\_\_\_ ea., designated maintenance personnel stationed on-site. These persons will be available 24 hours a day, 7 days a week, in order to perform the repairs and/or replacement actions as necessary. These persons shall be qualified to perform both emergency tent and heater maintenance.

The US Government will provide:

- a. Fuel upon completion of the erection of each tent.
- b. The equipment and labor for snow removal (on top and in the vicinity) of each tent shall be the responsibility of the Government.

\* Blanks are to be filled in by the requiring activity.

\*\* Note to requiring activity - the Government should only commit itself to the furnishing of fuel when it is certain it can do so with proper additives to prevent freezing. This has been a problem in the past.

## **D. TENTS**

### **A. (TENTS - SUMMER)**

The services to be rendered consist of the rental, erection, dismantling, and maintenance of all tentage and associated equipment.

The contractor will provide \_\_\_\_\_ square meters of billet tents to be erected at the site(s) and in the configurations as stated in the contract schedule and the attached plot plans. The tentage will be constructed of PVC or polyester canvas that meets the standards defined in DIN 4102 regarding fire resistance. The contractor must ensure that all tent flaps and openings are adequately secured so as to prevent rain from entering the tent.

**Floors:** The entire usable space within the tent must be covered with floors that are constructed of wood or other equally hard material (the material used must offer a nonskid surface). The floors must be installed in such a manner as to alleviate uneven surfaces that could cause personnel to stumble or trip. The floors must be elevated a minimum of 10 cm above the ground and capable of supporting 250 kg per square meter.

**Entrances/Exits:** Each tent will be equipped with at least two (2) lockable entrance/exit doorways. These doorways shall be constructed of wood, metal, or Plexiglas ( no glass). The doors shall be a minimum of 100 cm wide and 210 cm high. (The contractor will furnish the COR with a minimum of two keys per door).

**Partitions/Dividers:** Shall be made of canvas and/or other suitable fire resistant material. They must be a minimum of 2.40 meters in height and 3 meters long (unless otherwise specified).

**Lighting:** Each tent shall be equipped with fluorescent lighting sufficient to provide \_\_\_\_\_ lux measured at 80 cm off the floor (subject to be measured at any place within the tent).

**Electrical Installations:** a JP54 or equivalent fuse box will be installed in each tent. The box will be equipped with at least one connector to accommodate a single 380V/16Amp male plug, CEE NORM. All wiring within the tent will originate from this fuse box and all circuits will be properly fused. The specified quantities of electrical outlets, 220V/16Amp, will be installed within the tent. The location of the outlets will be coordinated with the COR.

The Government will provide the required electrical power and will be responsible for the cables and connections from the contractors fuse box to the government furnished power source.

**Furniture:** The specified number of tables and benches, capable of seating) six adults will be provided. The contractor will place the furniture in the tent at the locations determined by the COR.

The Contractor shall have \_\_\_\_\_ ea., designated maintenance personnel stationed on-site. These persons will be available 24 hours a day, actions as necessary. These persons shall be qualified to perform emergency tent maintenance.

\* Blanks are to be filled in by requiring activity.

#### **D. NON TACTICAL VEHICLES**

##### **A. SPECIFICATION WRCC V0001 (NINE PASSENGER BUS)**

**1. The nine passenger busses to be furnished by the contractor for the stated rental period will be of commercial type meeting and/or exceeding the following:**

**a. The vehicle must be equipped with a gasoline operated engine which has a minimum horsepower rating of 70 HP.**

**b. The vehicle must have adequate seats to accommodate 8 adult passengers plus a driver. Each individual seat must be equipped with an approved seatbelt.**

**c. The vehicle must be fully equipped to meet all of the safety requirements specified by the government of the country in which the vehicle/s are registered.**

**d. Vehicle/s must be no older than two (2) model years. In addition, they must be in sound operating condition with no known defects.**

**e. The following equipment must be provided with each vehicle:**

- (1) Spare tire**
- (2) Lug Wrench**
- (3) Jack (to include handle)**
- (4) Warning Triangle**
- (5) First Aid Kit**
- (6) Fire Extinguisher**

**2. In acceptance of the resultant contract the contractor consents to the government installing Mobile Radio Telephone Equipment (MRTE). Should this equipment be installed, the government agrees to remove all installed material and to restore the vehicle to the condition in which it was rented.**

**3. The contractor must deliver the rental vehicles to \_\_\_\_\_ no later than 0900 hours on the first day of the rental period. The vehicles must have a full tank of fuel at the time of delivery.**

**4. The contractor will provide a point of contact for "Road Service" for repair of vehicles due to mechanical failure. The point of contact must be available on a 24 hour basis to include Saturdays, Sundays and all local and American holidays. The contractor will furnish all the labor, material and supervision required to return the vehicles to a serviceable and safe operating condition. In the event that repair/s cannot be accomplished on site, the contractor will provide a replacement vehicle of the same type.**

**All transportation costs for the removal of the inoperable vehicle and the transportation costs involved in the replacement process will be borne by the contractor. If a vehicle remains inoperable or unreplaced for more than 6 hours the vehicle will be considered not available for use and rental fees will cease until the equipment is repaired to a fully operable condition or replaced with a serviceable vehicle.**

**5. With the exception of fuel needed for operation of the vehicles the contractor will provide all other POL products.**

**6. At the time the vehicles are delivered to the Government, the contractor shall issue, in duplicate a delivery ticket, written in English, for each vehicle which provides the user a means to annotate the condition of the vehicle. The contractor and the COR will jointly inspect the vehicle/s for completeness and will list all damage (such as, but not limited to, scratches, dents, etc. on the delivery ticket. The delivery ticket must be signed and dated by both the COR and the contractor as acknowledgment that the vehicle was received by the Government in the condition described/annotated. A copy of the protocol will be retained by the contractor and the COR for use during the inspection that must again be conducted at the end of the rental period.**

**7. Return of vehicles to Contractor:**

**a. Upon expiration of rental period, the vehicles will be returned to the contractor, clean and complete with all accessories, to include a minimum of  $\frac{3}{4}$  of a tank of fuel.**

**b. Utilizing the delivery ticket, a joint inspection will be conducted and all discrepancies will be noted. Both the COR and the contractor, or his authorized representative will sign the delivery ticket to acknowledge the return of the equipment in the described/annotated condition. Reasonable wear and tear, as well as damages which are not annotated on the turn -in delivery ticket will not be considered as valid if the contractor later submits a claim against the government.**



#### **D. NON TACTICAL VEHICLES**

##### **A. SPECIFICATION WRCC V0002 (FIVE PASSENGER SEDAN - AUTOMATIC TRANSMISSION)**

**1. The five passenger sedan/s to be furnished by the contractor for the stated rental period will be of commercial type meeting and/or exceeding the following:**

- a. The vehicle/s must be equipped with a gasoline operated engine which has a minimum horsepower rating of 70 HP.**
- b. The vehicle/s must be equipped with an automatic transmission.**
- c. The vehicle/s must have adequate seats to accommodate 4 adult passengers plus a driver. Each individual seat must be equipped with an approved seatbelt.**
- d. The vehicles must be fully equipped to meet all of the safety requirements specified by the government of the country in which the vehicle/s are registered.**
- e. Vehicle/s must be no older than two (2) model years. In addition, they must be in sound operating condition with no known defects.**
- f. The following equipment must be provided with each vehicle:**

- (1) Spare Tire**
- (2) Lug Wrench**
- (3) Jack (to include handle)**
- (4) Warning Triangle**
- (5) First Aid Kit**
- (6) Fire Extinguisher**

**2. By acceptance of the resultant contract the contractor consents to government installing Mobile Radio Telephone Equipment (MRTE). Should this equipment be installed, the government agrees to remove all installed material and to restore the vehicle to the condition in which it was rented.**

**3. The Contractor must deliver the rental vehicle to \_\_\_\_\_ no later than 0900 hours on the first day of the rental period. The vehicles must have a full tank of fuel at the time of delivery.**

**4. The contractor will provide a point of contact for "Road Service" for repair of vehicles due to mechanical failure. The point of contact must be available on a 24 hour basis to include Saturday, Sundays and all local and American holidays.**

The contractor will furnish all labor, material and supervision required to return the vehicles to a serviceable and safe operational condition. In the event that repair/s cannot be accomplished on site, the contractor will provide a replacement vehicle of the same type. All transportation costs for the removal of the inoperable vehicle and the transportation costs involved in the replacement process will be borne by the contractor. If a vehicle remains inoperable or unreplaced for more than 6 hours, the vehicle will be considered not available for use and rental fees will cease until the equipment is repaired to a fully operable condition or replaced with a serviceable vehicle.

5. With the exception of fuel needed for operation of the vehicle the contractor will provide all other POL products.

6. At the time the vehicles are delivered to the Government, the contractor shall issue, in duplicate, a delivery ticket, written in English, for each vehicle which provides the user a means to annotate the condition of the vehicle. The contractor and the COR will jointly inspect the vehicle/s for completeness and will list all damages (such as, but not limited to, scratches, dents, etc.) on the delivery ticket. The protocol must be signed and dated by both the COR and the contractor as acknowledgment that the vehicle was received by the Government in the condition described/annotated. A copy of the delivery ticket will be retained by the contractor and the COR for use during the joint inspection that must again be conducted at the end of the rental period.

7. Return of vehicles to Contractor:

a. Upon expiration of rental period, the vehicles will be returned to the contractor, clean and complete with all accessories, to include a minimum of  $\frac{3}{4}$  of a tank of fuel.

b. Utilizing the delivery ticket, a joint inspection will be conducted and all discrepancies will be noted. Both the COR and the contractor, or his authorized representative will sign the delivery ticket to acknowledge the return of the equipment in the described/annotated condition. Reasonable wear and tear, as well as damages which are not annotated on the turn-in delivery ticket will not be considered as valid if the contractor later submits a claim against the government.

\* Blanks are to be filled in by the requiring activity.

**D. NON TACTICAL VEHICLES**

**A. SPECIFICATION WRCC V0003 (FIVE PASSENGER SEDAN - STANDARD TRANSMISSION)**

**1. The five passenger sedan/s to be furnished by the contractor for the stated rental period will be of commercial type meeting and/or exceeding the following:**

**a. The vehicle/s must be equipped with a gasoline operated engine which has a minimum horsepower rating of 70 HP.**

**b. The vehicle/s shall be equipped with a standard transmission (4 speed or 5 speed is acceptable).**

**c. The vehicle/s must have adequate seats to accommodate 4 adult passengers plus a driver. Each individual seat must e equipped with an approved seatbelt.**

**d. The vehicle/s must be fully equipped to meet all of the safety requirements specified by the government of the country in which the vehicle/s are registered.**

**e. Vehicle/s must be no older than two (2) model years. In addition, they must be in sound operating condition with no known defects.**

**f. The following equipment must be provided with each vehicle:**

- (1) Spare Tire**
- (2) Lug Wrench**
- (3) Jack (to include handle)**
- (4) Warning Triangle**
- (5) First Aid Kit**
- (6) Fire Extinguisher**

**2. In acceptance of the resultant contract the contractor consents to the government installing Mobile Radio Telephone Equipment (MRTE). Should this equipment be installed, the government agrees to remove all installed material and to restore the vehicle to the condition in which it was rented.**

**3. The contractor must deliver the rental vehicles to \_\_\_\_\_ no later than 0900 hours on the first day of the rental period. The vehicles must have a full tank of fuel at the time of delivery.**

**4. The contractor will provide a point of contact for “Road Service” for repair of vehicles due to mechanical failure. The point of contact must be available on a 24 hour basis to include Saturdays, Sundays and all local and American holidays. The contractor will furnish all the labor, material and supervision required to return the vehicles to a serviceable and safe operational condition. In the event that repair/s cannot be accomplished on site, the contractor will provide a replacement vehicle of the same type. All transportation costs for the removal of the inoperable vehicle and transportation costs involved in the replacement process will be borne by the contractor. If a vehicle remains inoperable or unreplaced for more than 6 hours the vehicle will be considered not available for use and rental fees will cease until the equipment is repaired to a fully operable condition or replaced with a serviceable vehicle.**

**5. With the exception of fuel needed for operation of the vehicles the contractor will provide all other POL products.**

**6. At the time the vehicles are delivered to the Government, the contractor shall issue, in duplicate a delivery ticket, written in English, for each vehicle which provides the user a means to annotate the condition of the vehicle. The contractor and the COR will jointly inspect the vehicle/s for completeness and will list all damage (such as, but not limited to, scratches, dents, etc.) on the delivery ticket. The delivery ticket must be signed and dated by both the COR and the contractor as acknowledgment that the vehicle was received by the Government in the condition described/annotated. A copy of the delivery ticket will be retained by the contractor and the COR for use during the joint inspection that must again be conducted at the end of the rental period.**

**7. Return of vehicles to Contractor:**

**a. Upon expiration of rental period, the vehicles will be returned to the contractor, clean and complete with all accessories, to include a minimum of  $\frac{3}{4}$  of a tank of fuel.**

**b. Utilizing the delivery ticket, a joint inspection will be conducted and all discrepancies will be noted. Both the COR and the contractor, or his authorized representative will sign the delivery ticket to acknowledge the return of the equipment in the described/annotated condition. Reasonable wear, and tear, as well as damages which are not annotated on the turn-in delivery ticket will not be considered as valid if the contractor later submits a claim against the government.**

**\* Blanks are to be filled in by the requiring activity.**

**REQUIREMENT PLANNING GUIDE  
(SHOWERS)**

**IMPORTANT: THE REQUIRING ACTIVITY SHALL COMPLETE THIS FORM IN ITS ENTIRETY FOR EACH SHOWER AT A DIFFERENT LOCATION. THIS INFORMATION IS REQUIRED TO ENSURE THAT ADEQUATE SERVICES ARE RECEIVED. THE SPECIFICATIONS WILL BE IAW THE BATTLEBOOK UNLESS OTHERWISE STATED.**

**SHOWER REQUIREMENT PR&C NUMBER: \_\_\_\_\_**

**1. LOCATION**

- a. Postal Code: \_\_\_\_\_ (4 Digits)
- b. Nearest Town: \_\_\_\_\_
- c. Grid Coordinated: \_\_\_\_\_ (8 Digits)

**2. RENTAL PERIOD: \_\_\_\_\_ (days)**

**3. QUANTITY: \_\_\_\_\_ Showerheads**

**4. UTILITIES**

- a. Water [ ☐ ] Contractor/ ( ☐ ) US Government provided within \_\_\_\_\_ meters from the showers, with connections being made by the ( ☐ ) Contractor/ [ ☐ ] US Government.
- b. Water waste disposal: ( ☐ ) Contractor/ ( ☐ ) US Government provided within \_\_\_\_\_ meters from the showers.
- c. Electricity: ( ☐ ) Contractor/ ( ☐ ) US Government provided within \_\_\_\_\_ meters from the showers with connections being made by the ( ☐ ) Contractor/ ( ☐ ) US Government. (Also annotate US Government when a separate PR&C is being submitted for a generator).

**5. CLEANING: ( ☐ ) Contractor/ ( ☐ ) US Government provided. If provided by contractor, frequency of cleaning \_\_\_\_\_**

**6. REPAIR AND MAINTENANCE SERVICES: ( ☐ ) Contractor personnel available seven days a week including local holidays, ( ☐ ) on-call service with minimum response time of \_\_\_\_\_ hours.**

**7. CONTRACTING OFFICER REPRESENTATIVE (COR) (Only nominate individual who will be available during the exercise and for 90 days after end of rental period:**

- a. Rank and Full name: \_\_\_\_\_
- b. Command and Unit Name: \_\_\_\_\_
- c. Military and Civilian address and phone number:  
APO Address and ETS Commercial address and phone number

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**If site survey is required to provide all of the above data, the RA will conduct the survey prior to submission of the PR&C.**

**REQUIREMENT PLANNING GUIDE  
(FLOODLIGHTS)**

**IMPORTANT: THE REQUIRING ACTIVITY SHALL COMPLETE EACH FORM IN ITS ENTIRETY FOR EACH FLOODLIGHTS A DIFFERENT LOCATION. THIS INFORMATION IS REQUIRED TO ENSURE THAT ADEQUATE SERVICES ARE RECEIVED. THE SPECIFICATIONS WILL BE IAW THE BATTLEBOOK UNLESS OTHERWISE STATED.**

**1. FLOODLIGHTS REQUIREMENT: PR&C NO: \_\_\_\_\_**

**LOCATION:**

- a. Postal Code: \_\_\_\_\_ (4 Digits)
- b. Nearest Town: \_\_\_\_\_
- c. Grid Coordinate: \_\_\_\_\_ (8 Digits)

**NUMBER OF FLOODLIGHTS UNITS: \_\_\_\_\_**

**NUMBER OF FLOODLIGHT SETS: \_\_\_\_\_ (SEE C BELOW)**

**RENTAL PERIOD: from \_\_\_\_\_ to \_\_\_\_\_**

The following is a description of the types of floodlights available, please indicate which type of floodlights you require or will accept.

a. ( ) As described in the Battle Book, Independent floodlight Unit including on board generator, telescopic mast 7m-9m high with 6 each 1500 watt floodlights.

b. ( ) As described in a. above except that the generator stands separate to the floodlights mast. This type of floodlight unit may be a second choice if a. above is not available.

c. ( ) Baby lights: This type of floodlight is a single floodlight on a mast 3.5m or 5m high. A set of baby lights may consist of any amount you need to accomplish your mission, however, each set is hooked up to a single generator.

**2. MAINTENANCE AND REPAIR SERVICES:**

The contractor shall provide the following maintenance and repair services throughout the contract rental period:

( ) Contractor's maintenance person (POC) shall be on 24 hour on-call and shall be on site within \* hours after the Contracting Officer's (\* insert the response time, i, e. 4 hours. 6 hours etc.)

**CONTRACTING OFFICER'S REPRESENTATIVE (COR) (Nominee must be available during FTX and 90 days after the end of the rental period.)**

**Rank and Full name:** \_\_\_\_\_

**Command and unit name:** \_\_\_\_\_

**Telephone numbers ETS and Civ:** \_\_\_\_\_

**MILITARY ADDRESS**

**CIVILIAN ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** The COR shall provide their field telephone number to the contracting office as soon as possible.



**REQUIREMENT PLANNING GUIDE  
(REFUSE)**

**IMPORTANT: THE REQUIRING ACTIVITY SHALL COMPLETE THIS FORM IN ITS ENTIRETY FOR EACH DUMPSTER AT A DIFFERENT LOCATION. THIS INFORMATION IS REQUIRED TO ENSURE THAT ADEQUATE SERVICES ARE RECEIVED. THE SPECIFICATIONS WILL BE IAW THE BATTLE BOOK UNLESS OTHERWISE STATED.**

**DUMPSITE REQUIREMENT PR&C: \_\_\_\_\_**

**1. LOCATION**

- a. Postal Code: \_\_\_\_\_ (4 Digits)
- b. Nearest Town: \_\_\_\_\_
- c. Grid Coordinate: \_\_\_\_\_ (8 Digits)

**2. RENTAL PERIOD: \_\_\_\_\_ (days)**

**3. QUANTITY: \_\_\_\_\_ refuse containers as following: (Sizes available are 1, 5, 10, 25 and 36 cbm. Dumpsters should only be emptied every other day, i. e. Monday, Wednesday, and Friday, as weekend pickup is very expensive, so plan sizes accordingly.)**

| <b><u>REFUSE TYPE</u></b> | <b><u>CAPACITY</u></b> | <b><u>QUANTITY</u></b> | <b><u>NO OF EMPTIES</u></b> |
|---------------------------|------------------------|------------------------|-----------------------------|
| General Trash             | _____                  | _____                  | _____ week                  |
| Edible Waste              | _____                  | _____                  | _____ week                  |
| Paper                     | _____                  | _____                  | _____ week                  |
| Glass                     | _____                  | _____                  | _____ week                  |
| Metal                     | _____                  | _____                  | _____ week                  |
| Waste oil                 | _____                  | _____                  | _____ week                  |
| Hazardous Waste           | _____                  | _____                  | _____ week                  |
| Contaminated Soil         | _____                  | _____                  | _____ week                  |

**4. CONTRACTING OFFICER REPRESENTATIVE (COR) (Only nominate individual that will be available during the exercise and for 90 days after end of rental period:**

- a. Rank and Full name: \_\_\_\_\_
- b. Command and Unit name: \_\_\_\_\_
- c. Military and Civilian address and phone numbers:  
APO Address and ETS Commercial address and phone number

TEL.: \_\_\_\_\_

TEL.: \_\_\_\_\_

**If a site survey is required to provide all of the above data, the RA will conduct the survey prior to submission of the PR&C.**

**REQUIREMENT PLANNING GUIDE  
(TENTS)**

**IMPORTANT: THE REQUIRING ACTIVITY SHALL COMPLETE THIS FORM IN ITS ENTIRETY FOR EACH INDIVIDUAL TENT. UNLESS A NUMBER OF TENTS ARE EXACTLY THE SAME. THIS FORM MUST HAVE A PLOT PLAN OF THE TENT(S) ATTACHED WITH THE AME NO. THIS INFORMATION IS REQUIRED TO ENSURE THAT ADEQUATE SERVICES ARE RECEIVED.**  
ITEM NO. \_\_\_\_\_

**TENT REQUIREMENT: PR&C NO. \_\_\_\_\_**

**1. LOCATION:**

- a. Postal Code: \_\_\_\_\_ (4 Digits)
- b. Nearest Town: \_\_\_\_\_
- c. Grid Coordinate \_\_\_\_\_ (8 Digits)

**NUMBER OF TENTS: \_\_\_\_\_/- TENT SIZE(S): \_\_\_\_\_ meters wide x \_\_\_\_\_ meters long**

**TENT HEIGHT: [ ☐ ] 2.40m - 3.00m / [ ☐ ] 4 meter**

**RENTAL PERIOD: \_\_\_\_\_**

**(rental period does not include construction and dismantling time.)**

**2. Enter the requirements you need for this tent, if any item are not necessary indicate N/A.**

- a. [ ☐ ] Single tent walls constructed of soft canvas.
  - [ ☐ ] Single side walls constructed of hard PVC or similar material.
  - [ ☐ ] Double insulated walls constructed of hard outside walling and an interior soft canvas.

**b. For each individual tent the contractor shall provide the following;**

**Single doors \_\_\_\_\_**

**Double doors \_\_\_\_\_**

**Canvas Flaps \_\_\_\_\_**

**Lighting: 350 lux [ ☐ ] 450 lux [ ☐ ]**

**Light switches \_\_\_\_\_**

**Double electrical Outlets \_\_\_\_\_**

**Total of \_\_\_\_\_ linear meters of partitions (see attached plot plan for layout)**

**Heating 19 degrees Celsius +/-3 degrees \_\_\_\_\_**

**Fest tables \_\_\_\_\_**

**Benches \_\_\_\_\_**

**Folding Chairs \_\_\_\_\_**

**Flooring ☐ Loadbearing 250 kg per sqm; ☐ Loadbearing 750 kg per sqm; ☐ Flooring is not required.**

### **3. ELECTRICAL CONNECTIONS AND POWER SOURCE:**

**The Contractor shall provide the following services:**

**☐ Generators sufficient to supply the electrical power to the tent(s).**

**☐ Contractor shall make all electrical connections to his main junction box and the US Army shall provide the hook-up from the junction box to the electrical power source.**

**☐ Contractor shall connect all electrical connections to the Government provided electrical power source. The electrical power source is \_\_\_\_ meters from the tent.**

#### **4. DESCRIPTION OF CONSTRUCTION SITE SURFACE:**

A survey of the area where the tents will be constructed has been made, and the tents will be built on the following ground surface:

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☐ The contractor is required to fill any holes made in the performance of tent construction and the ground shall be repaired to its original state after the tents are dismantled.

☐ The contractor does not need to make ground repairs to the area after the tents are dismantled.

**NOTE: IF THE CONSTRUCTION SITE SURFACE IS NOT INDICATED THE REQUIREMENT SHALL NOT BE PLACED IN THE SOLICITATION, AND SUCH SERVICES WILL NOT BE RECEIVED.**

#### **5. MAINTENANCE AND REPAIR SERVICES:**

The contractor shall provide the following maintenance and repair services throughout the contract rental period:

☐ Contractor's maintenance person (POC) shall be on 24 hour on-call and shall be on site within 4 hours after the Contracting Officer's Representative's telephone call.

☐ On-site maintenance is required 24 hours.

☐ Other: \_\_\_\_\_

#### **6. CONTRACTING OFFICER'S REPRESENTATIVE (COR) (Nominee must be available during FTX and 90 days after the end of the rental period.)**

Rank and Full name: \_\_\_\_\_

Command and Unit name: \_\_\_\_\_

Telephone numbers ETS and Civ: \_\_\_\_\_

**MILITARY ADDRESS**

**CIVILIAN ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The COR provide his field telephone number to the contracting office as soon as possible.

a. All fuel supplies required for the above services must be provided by the US Army.

b. A site survey must be made to determine the area available is sufficient to hold the total square meters of tentage and that the site is level. **THE CONTRACTOR IS NOT RESPONSIBLE FOR LEVELING GROUND.** If the site is rented make sure the rental dates provide sufficient time to construct and dismantle the tents.

c. Reference tent heights, the 4m high side walls are used mainly as maintenance tents for trucks or tanks. This type of tent is not as available as the 2.4-3.0m height, therefore this tent should only be requested if really needed.

d. Reinforced flooring to 750kg is required when heavy computer equipment or heavy vending machines or slot machines are to be installed in the tent. The flooring can be reinforced for just the area concerned. (This requirement must be indicated on the plot plan.)

e. Plot plans shall be drawn up for each individual tents unless tents are exactly the same. Your plot plan should indicate doors, dividers, electrical outlets, partial flooring, or extra reinforced flooring. Plot plans are used as the attachments to the solicitation and should therefore be neat and precise (due to the amount of copies made please use either a black ball point pen or black felt tip pen). Plot plans also become part of contract and the contractor utilizes the plot plans for placement of doors, electrical outlets etc.

(STEAM CLEANERS)

**IMPORTANT: THE REQUIRING ACTIVITY SHALL COMPLETE THIS FORM IN ITS ENTIRETY FOR EACH STEAM CLEANER AT A DIFFERENT LOCATION. THIS INFORMATION IS REQUIRED TO ENSURE THAT ADEQUATE SERVICES ARE RECEIVED. THE SPECIFICATIONS WILL BE IAW THE BATTLE BOOK UNLESS OTHERWISE STATED.**

**SHOWER REQUIREMENT PR&C NUMBER**

1. **LOCATION:**
  - a. Postal Code: \_\_\_\_\_ (4 Digits)
  - b. Nearest Town: \_\_\_\_\_
  - c. Grid Coordinate: \_\_\_\_\_ (8 Digits)
2. **RENTAL PERIOD:** \_\_\_\_\_ (days)
3. **QUANTITY:** \_\_\_\_\_ Steam Cleaners
4. **TYPE OF MACHINE**  
Electrical Powered [ ☐ ]  
Diesel Powered [ ☐ ]  
Gasoline Powered [ ☐ ]
5. **CHEMICAL REQUIRED:**  
If nothing is checked, no chemical will be ordered  
Calcium Inhibitor [ ☐ ] \_\_\_\_\_ liters  
Detergent [ ☐ ] \_\_\_\_\_ liters
6. **OPERATIONAL CAPABILITIES:**  
[ ☐ ] Water Output 600 - 1150 liter/hour  
Operating Pressure 30 - 140 bar  
Temperature Range 30 - 155 degrees C  
[ ☐ ] Other Specify \_\_\_\_\_
7. **REPAIR AND MAINTENANCE SERVICES:** Contractor personnel available seven days a week including local holidays, on-call service with minimum response time of \_\_\_\_hours
8. **CONTRACTING OFFICER REPRESENTATIVE (COR)** (Only nominate individual that will be available during the exercise and for 90 days after end of rental period:

**XII-56**

a. Rank and Full name: \_\_\_\_\_

**b. Command and Unit name:** \_\_\_\_\_

**c. Military and Civilian address and phone numbers:**

**APO Address and ETS**

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**TEL.:** \_\_\_\_\_

**Commercial address and phone number**

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**TEL.:** \_\_\_\_\_

**REQUIREMENT PLANNING GUIDE  
(GENERATORS)**

**IMPORTANT: THE REQUIRING ACTIVITY SHALL COMPLETE THIS FORM IN ITS ENTIRETY FOR EACH GENERATOR AT A DIFFERENT LOCATION. THIS INFORMATION IS REQUIRED TO ENSURE THAT ADEQUATE SERVICES ARE RECEIVED. THE SPECIFICATIONS WILL BE IAW THE BATTLE BOOK UNLESS OTHERWISE STATED.**

**GENERATOR REQUIREMENT: PR&C NO: \_\_\_\_\_**

**1. LOCATION:**

- a. Postal Code: \_\_\_\_\_ (4 Digits)
- b. Nearest Town: \_\_\_\_\_
- c. Grid Coordinate: \_\_\_\_\_ (8 Digits)

**2. RENTAL PERIOD \_\_\_\_\_**

**3. QUANTITY: \_\_\_\_\_**

**4. TYPE (Gasoline) \_\_\_\_\_ / (Diesel) \_\_\_\_\_**

☐ 100 KVA ☐ 200 KVA ☐ Other (Each)

Fuel to be provided by ☐ contractor or ☐ US Government

**5. LOUDNESS Restriction ☐ Yes ☐ No**

**6. CABLE to be provided \_\_\_\_\_ meters.**

**7. REPAIR AND MAINTENANCE SERVICES: Contractor personnel available seven days a week including local holidays. On-call service with minimum response time of**

**8. CONTRACTING OFFICER REPRESENTATIVE (COR) (Only nominate individual that will be available during the exercise and for 90 days after end of rental period:**

a.. Rank and Full name: \_\_\_\_\_

b. Command and Unit name: \_\_\_\_\_

c. Military and Civilian address and phone numbers:

\_\_\_\_\_  
Tel: \_\_\_\_\_

\_\_\_\_\_  
Tel: \_\_\_\_\_

**If a site survey is required to provide all of the above data, the RA will conduct the survey prior to submission of the PR&C**



**REQUIREMENT PLANNING GUIDE**  
**(PORTABLE BUILDINGS [ ] or PORTABLE OFFICE CONTAINERS/TRAILERS[ ] )**  
**(Which is required)**

**PORTABLE BUILDING REQUIREMENT: PR&C NO. \_\_\_\_\_**  
**Specification and General Requirements IAW [ ] Standard Commercial Specifications/[ ]**  
**Other written and attached hereto**  
**ITEM #**

**1. LOCATION**

- a. Nearest Town: \_\_\_\_\_
- b. Grid Coordinate: \_\_\_\_\_ (8 Digits)
- c. DB Postal Code: \_\_\_\_\_ (4 Digits)

**2. RENTAL PERIOD: \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ days)**

**3. TOTAL OF \_\_\_\_\_ PORTABLE BUILDING (Attached Diagram providing as applicable):**

- a. Configuration and partitioning.
- b. Dimension and utility location.
- c. Utilities required [ ] Yes/ [ ] No
- d. Water: [ ] US Government provided labor and/or materials the utility source is \_\_\_\_\_ meters from portable building.
- f. Electricity: [ ] US Government provided the utility source is \_\_\_\_\_ meters from portable building.
- g. Foundation: Describe the type of foundation available. (Flooring is included in containers and trailers.)

**4. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE (Only nominate individual that will be available during FTX and 90 days after end of rental period):**

- a. Rank and Full name: \_\_\_\_\_
- b. Command and Unit name: \_\_\_\_\_
- c. Military Address and telephone number (include alternate telephone numbers and ETS to DB crossover):

\_\_\_\_\_  
\_\_\_\_\_  
TEL. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
TEL. \_\_\_\_\_

**NOTE: If site survey is required to provide all of the above data the RA will conduct the survey prior to submission of the PR&C.**

**Except as attached or amended above, the specification and general requirements IAW the Standard Commercial Availability applies.**

**Approvals must be obtained pursuant to AR 700-12 Justification signed by 06 or above is required with PR&C at time of submission.**

**REQUIREMENT PLANNING GUIDE  
(HOTEL)**

**HOTEL REQUIREMENT: PR&C NO.** \_\_\_\_\_

**Specification and General Requirements IAW** ☐ **Standard Commercial Specification/** ☐

**Other written and attached hereto**

**ITEM #**

**1. LOCATION:**

a. ☐ Within \_\_\_\_ km radius of the following Caserne/City:

DB Address \_\_\_\_\_

b. ☐ Within \_\_\_\_ km radius of the following recommended source(s):

DB Address (incl. Tel.) \_\_\_\_\_

DB Address (incl. Tel.) \_\_\_\_\_

DB Address (incl. Tel.) \_\_\_\_\_

c. S

**is attached:** \_\_\_\_\_

**2. RENTAL PERIOD:** \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_ nights

**3. Enter the requirements you need for this tent, if any item are not necessary indicate N/A**

**4. TOTAL OF \_\_\_\_ PERSONS (Occupancy: \_\_\_\_ No. Single/ \_\_\_\_ No. Double/ \_\_\_\_ No. Multiple/ \_\_\_\_ No. Other**

**Other (Describe) \_\_\_\_\_ : \_\_\_\_ Female/ \_\_\_\_ Male**

**5. ANCILLARY REQUEST:**

a. Breakfast: Include for \_\_\_\_ persons.

b. Breakfast & Dinner: Include for \_\_\_\_ persons.

c. Breakfast, Lunch, & Dinner: Include for \_\_\_\_ persons

d. Cleaning and linen change: ☐ Same as other commercial customers/ ☐ Twice weekly/ ☐ Other (Describe): \_\_\_\_\_

e. ☐ Toilet per room (☐ Desired/ ☐ Required)

f. ☐ Shower per room (☐ Desired/ ☐ Required)

g. ☐ Bathtub per room (☐ Desired/ ☐ Required)

h. ☐ Shower or bathtub per room (☐ Desired/ ☐ Required)

**6. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE (Only nominate individual that will be available during FTX and 90 days after end of rental period)**

- a. Rank and Full name: \_\_\_\_\_  
b. Command and Unit name: \_\_\_\_\_  
c. Military Address and telephone number (include alternate telephone numbers and ETS to DB crossover):

**MILITARY ADDRESS**

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**CIVILIAN ADDRESS**

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**NOTE:** Except as attached or amended above, the specifications and general requirements IAW the Standard Commercial Availability applies. Justification signed by 06 or above is required with PR&C at time of submission.

**REQUIREMENT PLANNING GUIDE  
(FACILITIES)  
(Which is required)**

**FACILITY REQUIREMENT: PR&C NO.** \_\_\_\_\_

**Specification and General Requirements IAW [ ] Standard Commercial Specifications/[ ]**  
**Other written and attached hereto**

**ITEM #**

**1. LOCATION:**

- a. [ ] Within \_\_\_\_\_ km radius of the following  
DB Address \_\_\_\_\_
  - b. [ ] Within \_\_\_\_\_ km radius of the following recommended source.  
DB Address (incl. Tel.) \_\_\_\_\_
  - c. Recommended source required with the following firm (justification attached)
- 

**2. RENTAL PERIOD:** \_\_\_\_\_ to ( \_\_\_\_\_ nights)

**3. FACILITY DESCRIPTION:** [ ] Warehouse \_\_\_\_ sqm; [ ] Barn \_\_\_\_ sqm;  
[ ] Building \_\_\_\_ sqm; [ ] Hardsite \_\_\_\_ sqm; [ ] Parkplatz \_\_\_\_ sqm;  
[ ] Gymnasium \_\_\_\_ sqm; [ ] Land \_\_\_\_ sqm; [ ] Other (Specify \_\_\_\_ sqm)

**4. Accessories/Additional Services. The following items shall be included:**

- a. Heater: [ ] Yes/ [ ] No.
- b. Showers: [ ] Yes/ [ ] No.
- c. Latrines: [ ] Yes/ [ ] No.
- d. Cleaning: [ ] Yes/ [ ] No. If Yes, [ ] Contractor/ [ ] US Government  
provided. If contractor provided, [ ] cost included in total estimated rental price/ [ ] or  
excluded.

**5. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE (Only nominate  
individual that will be available during FTX and 90 days after end of rental period):**

- a. Rank and Full name: \_\_\_\_\_
- b. Command and Unit name: \_\_\_\_\_
- c. Military Address and Telephone number (include alternate telephone numbers  
and ETS to DB crossover):

**APO Address & ETS No.**

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**DB Address and DB No.**

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**NOTE: If site survey is required to provide all of the above data, the RA will conduct the survey prior to submission of the PR&C.**

**Approvals must be obtained pursuant to AR 700-12 Justification signed by 06 or above is required with PR&C at time of submission.**

**REQUIREMENT PLANNING GUIDE  
(FORKLIFT)**

**FORKLIFT REQUIREMENT: PR&C No.:** \_\_\_\_\_

**Specification and General Requirements IAW [ ] BATTLE BOOK/ [ ] Other written and attached hereto.**

**ITEM #**

**1. LOCATION:**

a. Nearest Town: \_\_\_\_\_, \_\_\_\_\_

b. Grid Coordinate: \_\_\_\_\_ (8 Digits)

c. DB Postal Code: \_\_\_\_\_ ( 4 Digits)

| <b>2. TYPE:</b>  | <b>QTY</b> | <b>LIFTING CAPACITY</b> |
|------------------|------------|-------------------------|
| Gasoline Powered | _____ ea.  | _____ tons              |
| Battery Powered  | _____ ea.  | _____ tons              |

**3. RENTAL PERIOD:**

(Gas) from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ days

(Battery) from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ days

| <b>4. ACCESSORIES:</b> | <b>YES</b> | <b>NO</b> |
|------------------------|------------|-----------|
| Extended Tongs/Forks   | _____      | _____     |
| Other (Describe) _____ | _____      | _____     |

**5. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE (Only nominate individual that will be available during FTX and 90 days after end of rental period):**

a. Rank and Full name: \_\_\_\_\_

b. Command and Unit name: \_\_\_\_\_

c. Military Address and Telephone number (include alternate telephone numbers and ETS to DB crossover):

APO Address & ETS No.

DB Address and DB No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Except as attached or amended above, the specifications and general requirements IAW the Standard Commercial Availability applies. Justification signed by 06 or above is required with PR&C at time of submission.**

**REQUIREMENT PLANNING GUIDE  
(COPIERS)  
(Which is required)**

**COPIER REQUIREMENT: PR&C No. :** \_\_\_\_\_

**Specification and General requirements IAW [ ] Standard Speed (Desk Top Model/ [ ] High Speed (ten tray collator, etc. (See below ) Specifications/ [ ] Other written and attached hereto)**

**ITEM #**

**1. LOCATION:**

**APO Address & ETS No.**

**DB Address and DB No.**

\_\_\_\_\_

\_\_\_\_\_

**Tel.** \_\_\_\_\_

**Tel.** \_\_\_\_\_

**2. RENTAL PERIOD:** \_\_\_\_\_ to \_\_\_\_\_, (\_\_\_\_ days)

**3. TOTAL OF \_\_\_\_ copiers. ( No. Standard Speed/ \_\_\_\_ No. High Speed).**

**a. Standard Speed (Basic Minimum Description):** Fed manually; capable of producing 10,000 copies per month and can produce transparencies. Equipped with margin adjustment, two vertical feed paper cassettes (one ea. 8.5 x 11 inch), and table stand for each machine. The contractor provided supplies are as follows:

- (1) 2 cases of 8.5 x 11 inch paper (each case 5000 sheets)
- (2) 1 case of 8.5 x 11 inch paper (5000)
- (3) 2 boxes of 8.5 x 11 inch transparencies (each box 100 sheets)
- (4) 1 container of toner/developer

**b. High speed (Basic Minimum Description):** automatic document feeder and automatic reduction and enlargement. Capable of producing 10,000 per month and can produce transparencies. Equipped with three paper cassettes (one ea. 8.5 x 11 inch vertical feed, cassettes) and table stand for each machine. The contractor provided supplies are as follows:

- (1) 2 cases of 8.5 x 11 inch paper (each case 5000 sheets)
- (2) 1 case if 8.5 s11 inch paper (5000 sheets)
- (3) 4 boxes of 8.5 x 11 inch transparencies (each box 100 sheets)
- (4) 2 containers of toner/developer

**4. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE (Only nominate individual that will be available during FTX and 90 days after end of rental period):**



- a. Rank and Full name: \_\_\_\_\_  
b. Command and Unit name: \_\_\_\_\_  
c. Military Address and Telephone numbers (include alternate telephone numbers and ETS to DB crossover):

APO Address & ETS No.

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DB Address and DB No.

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**NOTE:** Except as attached or amended above, the specifications and general requirements IAW the Standard Commercial Availability applies. Justification signed by 06 or above is required with PR&C at time of submission.

## REQUIREMENT PLANNING GUIDE

(Latrines)

**IMPORTANT: THE REQUIRING ACTIVITY SHALL COMPLETE THIS FORM IN ITS ENTIRETY FOR EACH LATRINE AT A DIFFERENT LOCATION. THIS INFORMATION IS REQUIRED TO ENSURE THAT ADEQUATE SERVICES ARE RECEIVED. THE SPECIFICATIONS WILL BE IAW THE BATTLE BOOK UNLESS OTHERWISE STATED.**

**LATRINES REQUIREMENT: PR&C No.:** \_\_\_\_\_

**1. LOCATIONS:**

a. German postal Code: \_\_\_\_\_ (4 Digits)

b. Nearest Town: \_\_\_\_\_

c. Grid Coordinate: \_\_\_\_\_ (8 Digits)

**2. RENTAL PERIOD:** \_\_\_\_\_

**3. QUANTITY:** \_\_\_\_\_ # LATRINES \_\_\_\_\_ # DAYS

**4. CLEANING:** [ ☐ ] Contractor/ [ ☐ ] US Government. If provided by contractor frequency of cleaning \_\_\_\_\_

**5. RELOCATION'S** \_\_\_\_\_ (Advanced notice 24 hours per specifications)

**6. REPAIR AND MAINTENANCE SERVICES:** Contractor personnel available seven days a week including local holidays. On-call service with minimum response time of \_\_\_\_\_ hours

**7. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE** (Only nominate individual that will be available during the exercise and for 90 days after end of rental period):

a. Rank and Full name: \_\_\_\_\_

b. Command and Unit name: \_\_\_\_\_

c. Military and Civilian address and phone numbers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. \_\_\_\_\_

Tel. \_\_\_\_\_

If site survey is required to provide all of the above data, the RA will conduct the survey prior to submission of the PR&C

**REQUIREMENT PLANNING GUIDE  
(FACSIMILE MACHINES)  
(Which is required)**

**FACSIMILE REQUIREMENT: PR&C No. :** \_\_\_\_\_  
**Specification and General Requirements IAW [ ] Standard Commercial Specification/ [ ]**  
**Other written and attached hereto**  
**ITEM #**

- 1. LOCATION:**
  - a. Nearest Town:** \_\_\_\_\_
  - b. Grid Coordinate:** \_\_\_\_\_ (8 Digits)
  - c. DB Postal Code:** \_\_\_\_\_ (4 Digits)
- 2. RENTAL PERIOD:** \_\_\_\_\_ to \_\_\_\_\_ (\_\_\_\_ days)
- 3. TOTAL OF \_\_\_\_\_ FACSIMILE MACHINES:**
  - a. [ ] Model and manufacturer of brand name or equal \_\_\_\_\_ ;**  
**[ ] Other (Provide performance specification and include all compatibility requirements) :** \_\_\_\_\_
  - b. Receiving capability:** [ ] Manual/ [ ] Automatic
  - c. Paper:** [ ] Single sheets (\_\_\_\_x\_\_\_\_ [ ] required/ [ ] desired). [ ] \_\_\_\_ rolls. \_\_\_\_ cases with \_\_\_\_ sheets per case or with \_\_\_\_ rolls per case. Paper Feed \_\_\_\_ Manual/ \_\_\_\_ Continuous
  - d. Back-up machines:** [ ] Desired/ [ ] Required. For both [ ] One per five leased/ [ ] Other (Describe) \_\_\_\_\_ or see paragraph 4 below
- 4. REPAIR AND MAINTENANCE SERVICES:** Contractor personnel available seven days a week including local holidays [ ] on-call with maximum response time of \_\_\_\_ hours/ [ ] on- sit and \_\_\_\_\_ individuals.
- 5. DELIVERY:** [ ] FOB Origin at contractor's facility or [ ] FOB Destination (identified as follows if different than paragraph 1 above):

**DB Address and DB No**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 6. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE (Only nominate individual that will be available during FTX and 90 days after end of rental period):**

- a. Rank and Full name: \_\_\_\_\_  
b. Command and Unit name: \_\_\_\_\_  
c. Military Address and Telephone Number (include alternate telephone numbers and ETS to DB crossover):

APO Address and ETS No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. \_\_\_\_\_

DB Address and DB No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. \_\_\_\_\_

**NOTE:** Except as attached or amended above, the specifications and general requirements IAW the Standard Commercial Availability applies. Justification signed by 06 or above is required with PR&C at time of submission.

**REQUIREMENT PLANNING GUIDE**  
**NTVs**  
**(NONTACTICAL VEHICLES)**  
**(Which is required)**

**NONTACTICAL VEHICLES: PR&C No.** \_\_\_\_\_  
**Specification and General Requirements IAW [ ] BATTLE BOOK [ ] Other written and attached hereto**  
**ITEM #**

**1. DESCRIPTION:** [ ] Sedan/ [ ] Van/ [ ] Bus/ [ ] Other number of passengers, etc.:  
\_\_\_\_\_

| <b>2. capacity:</b> | <b>qty</b> | <b>rental period</b>             | <b>fuel type</b> |
|---------------------|------------|----------------------------------|------------------|
| _____ pax           | _____ ea.  | from _____ to _____ , _____ days | _____            |
| _____ pax           | _____ ea.  | from _____ to _____ , _____ days | _____            |
| Tel. : _____        |            |                                  |                  |

**3. CONTRACTING OFFICER REPRESENTATIVE (COR) NOMINEE (Only nominate individual that will be available during FTX and 90 days after end of rental period):**

- a. Rank and Full name:** \_\_\_\_\_
- b. Command and Unit name:** \_\_\_\_\_
- c. Military Address and Telephone numbers (include alternate telephone numbers and ETS to DB crossover)**

| <b>APO Address and ETS No.</b> | <b>DB Address and DB No.</b> |
|--------------------------------|------------------------------|
| _____                          | _____                        |
| _____                          | _____                        |
| _____                          | _____                        |

**NOTE: Except as attached or amended above, the specifications and general requirements IAW the Standard Commercial Availability applies.**

**PART XIII**  
**SUBMISSION OF REQUIREMENTS**  
**A. COMMERCIAL**

**1. The basic instructions and guidance for the preparation and submission of Purchase Request and Commitment (PR&C) are contained in USACCE Pamphlet 715-3 and USACCE SOP 12.**

**2. The following is a list of suggestions that will often expedite the processing of your requirements.**

**a. Utilize the standard specifications listed in Part XII of this book to the maximum practical extent. If the specification does not satisfy your need, they can be tailored/modified accordingly;**

**b. Do not list multiple commodities on a single PR&C;**

**c. Submit all required special approvals with the PR&C;**

**d. Provide a Post Office number (European ZIP code) and/or an eight digit grid coordinates to identify site location.**

**e. Ensure that the funds cited are appropriate. Army regulation established stringent guidelines for the use of Joint Chief of Staff (JCS) funds;**

**f. Ensure that the PR&C have been properly authenticated.**

**g. The person who signs the fund certification must be the same as the signature block reflects. The signature of some one else signing for the fund certifying officer reflected is not acceptable**

**h. The total amount of funds certified must be reflected in US Dollars.**

**3. A matter that often causes delay in the acquisition process is the inability of contracting personnel to contact the point of contact listed on the PR&C and/or the inability of the point of contact to provide additional information as required when he/she is contacted. It is important that the designated POC be fully knowledgeable of the requirement and that he/she be available to provide information. This is even more critical during the pre-solicitation period. Submission of a PR&C to the contracting activity in no way means that the requirement is procurable. An open line of communication between the point of contact and the contracting activity is an absolute must if effective contracting support is to be achieved.**

## **B. HOST NATION**

- 1. When the general exercise scenario deployment/contingency mission is known, planners must identify the required logistic support as well as its potential source. Obviously some can be obtained from US Government assets with the balance from other sources, i.e. host Nation (HN) or commercial contractors.**
- 2. What can the HN provide? To answer this question, the requiring activities must coordinate with the HN, preferably through the designated US Army Liaison Officer (LNO). These LNOs have first hand knowledge of the HN laws, regulations, and military command structure. They also know (or can find) the proper Point of Contact (POC) within the HN organization to initiate preliminary joint site surveys. The purpose of these surveys (reconnaissance visits to proposed sites) is to identify that support can be provided by the HN. It is extremely important that all parties involved understand that the preliminary joint site surveys and reconnaissance visits are to be considered a military logistic liaison effort only, not as negotiations for contractual arrangements. No obligations and/or commitments of US Government appropriated funds are to be made or implied. This phase is for planning purpose only.**

**Requests for Italian Host Nation Life and Logistical Support. The following steps shall be followed to the letter !! Requiring Activity forwards their requirement(s) to USAREUR DSCLOG, AEAGD-FE, 370-7162/8055. USAREUR forwards it to EUCOM/J4, 430-5635/5239. Then EUCOM will deconflict the requirement and forward it to the American Embassy, ODT, Rome, Italy for a POC to be named to allow WRCC to finalize the contract when possible. POC at WRCC is Oscar Randall DSN 336-2195.**

- 3. Having identified what support is available from the HN, the requiring activities are in a position to start formalizing those requirements that require contractual actions, clearly divided between HN and commercial sources. It is at this point the contracting process begins and thereafter all US Government personnel, both military and civilian, must abide by the Federal Acquisition Regulations and Supplements thereto. All actions that could be considered as obligating and/or committing the US Government through contractual arrangements with the HN must be handled by contracting personnel within the Wiesbaden Regional Contracting Center (WRCC).**
- 4. To facilitate the contracting process with the HN, all requirements for HN support should be prepared in the following format. If the results of the preliminary joint site surveys with the HN are documented in this format, it reduces confusion and delays in later negotiations with the HN. In addition, for ATLANTIC RESOLVE and contingency deployments, it is the responsibility of the MACOMs to review and consolidate requirements prior to submissions to WRCC. Use of this standardized format will enhance that effort.**

**5. Finally, we must emphasize that the acquisition of HN support requires early initiation, far in advance of normal commercial contracting. There are two major reasons for this:**

**a. The inability of the HN to provide support dictates the use of commercial requirements (i.e. we buy commercially what the HN cannot provide) ; and**

**b. Most Mutual Support /Acquisition Cross Servicing Agreements require formal contracting notice 90 days prior to need. If we cannot meet that requirement, we cannot be guaranteed the support.**

**6. Chapter 16 will show sample formats of PR&C or funding document attachments describing your requirements.**



## **PART XIV CHANGES IN REQUIREMENTS**

- a. When providing logistic and life support for military operations, a certain number of changes will occur regardless of how well the support is planned. When the support is being provided through contractual means, it is extremely important that the contracting activity be made aware of all changes in the most expedient manner.
- b. **Changes Prior to Contract Award:** The manner in which a change in requirements is handled by the contracting activity is primarily dependent upon the status of the affected procurement action. In many cases the changes can be handled by an amendment to an existing solicitation. For this reason timely coordination is of the essence. In other cases, the changes may be so substantial that a solicitation must be canceled in its entirety. If the changes make a significant increase to the original requirement, a separate procurement action may be required. The manner in which the contracting activity handles a particular change is determined by the Contracting Officer. The Contracting Officer must evaluate all factors to ensure that prescribed procedures are followed.
- c. **Changes After Contract Award:** Changes in requirements after contract award becomes a much more complex situation. Once the government has executed a contract, all modifications to that contract become a negotiated action between the government and the contractor. The government does not normally issue a unilateral modification to a contract. In cases where quantities decrease, the government must negotiate a partial termination for convenience settlement. In this case the contractor is due compensation for certain costs that have been incurred. In the case of increases, negotiations generally result in an increase in contractual costs. Both situations require time to consummate the modification efficiently and professionally.
- d. In some cases unit prices for unterminated quantities may increase. Planners should not assume that by reducing quantities that an across the board reduction in contract price will occur.
- e. When the total requirement is canceled, a termination for convenience must be issued and a termination settlement negotiated. The contractor must be compensated for costs that he has incurred.
- f. Another reason for terminating a contract is termination for contractor default. This is only applicable when the contractor fails to perform. **It does not apply to changes in requirements.**

**g. Based on the above, planners should recognize that timely handling of changes is essential. When it becomes apparent that a change in requirements is anticipated or has occurred, the exercise planner should contact the MACOM immediately. The MACOM should validate the changes and notify the contracting activity accordingly. It is preferred that the contracting activity be alerted to the change telephonically, followed by written notification.**

**h. Therefore, any changes in requirements under commercial solicitation or those submitted for formal host nation consideration must be validated by an 0-6 or above.**

**PART XV**  
**PREVENTION OF UNAUTHORIZED COMMITMENTS**

**A. GENERAL INFORMATION**

- 1. An unauthorized commitment on behalf of the US Government is an area which requires intensive command emphasis and individual awareness. These incidents can occur without conscious intent, especially in dealing with the host nations. If a military member of the US Forces requests something, the host nations will almost always try to provide it whether or not the proper contract procedures are followed. It is the responsibility of the US Forces to ensure the proper steps are taken to avoid UCs.**
- 2. The Federal Acquisition Regulation (FAR) prohibits anyone other than a duly appointed Contracting Officer from entering into a contract or acquisition on behalf of the US Government and obligating funds. When unauthorized commitments are made with host nation governments it often becomes an extremely sensitive matter and results in embarrassment to the US Government.**
- 3. The ratification process for a UC consumes extensive man-hours and involves commanders at all levels. In an effort to minimize UCs, the DCINCUSAREUR in his capacity as Head of Contracting Activity has issued a list of contracting Do's and Don'ts. They are as follows:**

## **B. CONTRACTING DO'S AND DON'TS**

### **DO:**

- 1. Use your chain of command to communicate problems, needs or inadequacies;**
- 2. Protect and care for all equipment, property, facilities and supplies as if your own;**
- 3. Use only those facilities, equipment, and supplies that have been officially provided for your use;**
- 4. Report all damages to equipment or property to your supervisor immediately; and**
- 5. Remember that you are personally responsible for your actions, including commitments made on behalf of the US Government without specific authority to do so.**

### **DON'TS:**

- 1. Use or otherwise acquire equipment, facilities, or supplies that have not been officially provided to you;**
- 2. Order or otherwise obtain equipment, facilities or supplies from commercial sources (local economy) without contracting authority;**
- 3. Abuse, damage, alter or relocate showers, tents, and trash containers or other such items provided for your use;**
- 4. Expect the US Government to pay bills for your unauthorized use or purchase of equipment, facilities and supplies;**
- 5. Accept services or sign for supplies without authority from your supervisor; or**
- 6. Forget that only duly**

**authorized Contracting Officers may obligate the US Government.**

**DO YOUR PART, USE APPROPRIATE CONTRACTING CHANNELS AND AVOID  
UNAUTHORIZED COMMITMENTS.**

| CONTINUATION SHEET            |   | REFERENCE NO. OF DOCUMENT BEING CONTINUED |            | PAGE   |
|-------------------------------|---|---|------------|--------|
| NAME OF OFFEROR OR CONTRACTOR |   |   |            |        |
| ITEM NO.                      | SUPPLIES/SERVICES   | QUANTITY                                  | UNIT PRICE | AMOUNT |
|                               | Use of uncovered storage area (Purpose of use).   | sqm                                       |            |        |
|                               | Use of warehouse/covered storage area (Purpose of use)<br>Bldg # _____ room _____   | sqm                                       |            |        |
|                               | Use of refueling facility/area (Location of area)   | sqm                                       |            |        |
|                               | Use of weapons storage area (Purpose of use)<br>Bldg # _____ room _____   | area                                      |            |        |
|                               |   | area                                      |            |        |
|                               | Use of safe (Purpose of use)<br>Bldg # _____ room _____   | area                                      |            |        |
|                               | Use of helicopter pad (type of helicopter)<br>(Location of Pad)   | area                                      |            |        |
|                               |   | area                                      |            |        |
|                               | Use of airfield (type of aircraft) (Location of Field)  | area                                      |            |        |
|                               | Use of Vehicle Maintenance Facility # _____ bays<br>(Purpose of use) Bldg# _____  |   |            |        |
|                               | Use of wash rack, # _____ bays, open or covered<br>(Type equivalent to be washed) Bldg # _____  |   |            |        |
|                               | <u>ABOVE TO INCLUDE USE OF NORMAL ASSOCIATED<br/>FACILITIES AND FURNISHING, i.e., LATRINES, WASHROOM,<br/>DESKS, TABLES, CHAIRS, MISCELLANEOUS, HANDLING<br/>EQUIPMENT, i.e., JACKS, STANDS, REPAIR EQUIPMENT,<br/>HOSES, BRUSHES, ETC.</u> |   |            |        |
|                               | <u>PART B - TEMPORARY FACILITIES</u>  |   |            |        |
|                               | TENTS, (identify usage, i.e. mess tents, hospital tents, office tents,<br>sleeping tents, maintenance tents, warming tents )  | sqm                                       |            |        |



|                                      |   |  |   |               |
|--------------------------------------|---|--|---|---------------|
| <b>CONTINUATION SHEET</b>            |   | <b>REFERENCE NO. OF DOCUMENT BEING CONTINUED</b> |   | <b>PAGE</b>   |
| <b>NAME OF OFFEROR OR CONTRACTOR</b> |   |  |   |               |
| <b>ITEM NO.</b>                      | <b>SUPPLIES/SERVICES</b>  | <b>QUANTITY</b>                                  | <b>UNIT PRICE</b>   | <b>AMOUNT</b> |
|                                      | <p>WRECKER, (specify tonnage capacity; on/or off-road; with or without operator; on call or full time, any other pertinent data)</p> <p>LOW BOY, (specify tonnage capacity; on/or off-road; with or without operator; on call or full time; any other pertinent data)</p> <p>BULLDOZER, (specify size; with or without operator; on call or full time; any other pertinent data)</p> <p>PORTABLE ELECTRIC GENERATORS, (specify kW capacity; voltage; cycles gasoline or diesel powered; who provides fuel and maintenance; any other pertinent data)<br/> _____ generators x _____ days = _____</p> <p>STEAM CLEANERS (specify capacity; pressure; volume; on powered; any other pertinent data)<br/> _____ cleaners x _____ days = _____</p> <p>PORTABLE RAMPS (in pairs), (specify capacity; any other pertinent data)<br/> _____ pairs x _____ days = _____</p> <p>FLOORLIGHTS (specify max height, voltage, lumens and other pertinent data)<br/> _____ lights x _____ days = _____</p> <p>TIE DOWN EQUIPMENT (in sets) (specify purpose; any other pertinent data)<br/> _____ sets x _____ days = _____</p> <p>TRAFFIC SIGNS (specify purpose; any other pertinent data)<br/> _____ signs x _____ days = _____</p> <p>SHIPPING CONTAINERS (specify purpose; size; capacity; any other pertinent data)<br/> _____ containers x _____ days = _____</p> |  | <p>hours<br/>or<br/>days</p> <p>hours<br/>or<br/>days</p> <p>hours<br/>or<br/>days</p> <p>hours<br/>or<br/>days</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> |               |

| CONTINUATION SHEET            |  | REFERENCE NO. OF DOCUMENT BEING CONTINUED |            | PAGE   |
|-------------------------------|--|---|------------|--------|
| NAME OF OFFEROR OR CONTRACTOR |  |   |            |        |
| ITEM NO.                      | SUPPLIES/SERVICES  | QUANTITY                                  | UNIT PRICE | AMOUNT |
|                               | Identify by NATO Stock Number or HN Designation. If not possible, see commercial specification (Location of placement)   |   |            |        |
|                               | Showers, (identify type, number of heads, self contained or not, etc.)   |   | each       |        |
|                               | Identify by NATO Stock Number or HN Designation. If not possible see commercial specification (Location of placement)  |   |            |        |
|                               | Latrines, (identify type, number and seats, urinals, etc.)   |   | each       |        |
|                               | Identify by NATO Stock Number or HN Designation. If not possible see commercial specification. (Location of placement)   |   |            |        |
|                               | Refuse Containers, (identify type/capacity, etc.)  |   | each       |        |
|                               | Identify by NATO Stock Number or HN Designation. If not possible see commercial specification. (Location of placement)   |   |            |        |
|                               | <u>PART C - ASSOCIATED UTILITIES</u>   |   |            |        |
|                               | Use of telephones (Location)   | 1   | lot        |        |
|                               | Use of copy machines (Location)  | 1   | lot        |        |
|                               | Use of facsimile machines (Location)   | 1   | lot        |        |
|                               | Use of water (Location)  | 1   | lot        |        |
|                               | Use of electricity (Location)  | 1   | lot        |        |
|                               | Use of sanitary services (Location)  | 1   | lot        |        |
|                               | <u>USE OF ABOVE UTILITIES TO INCLUDE INSTALLATION AND REMOVAL AS REQUIRED. VARIABLE COSTS IF APPLICABLE, TO BE BASED ON METER READINGS TO DETERMINE USAGE.</u> |   |            |        |



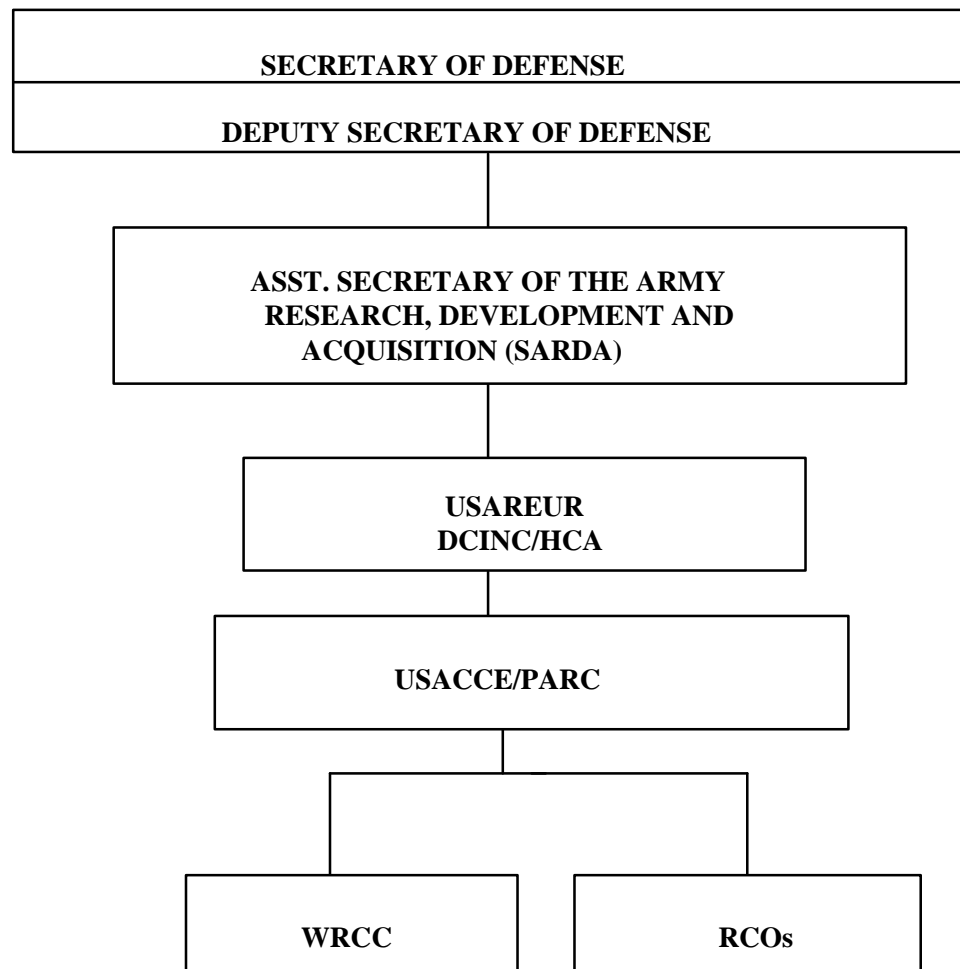
|                                      |  |  |   |               |
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| <b>CONTINUATION SHEET</b>            |  | <b>REFERENCE NO. OF DOCUMENT BEING CONTINUED</b>                                     |   | <b>PAGE</b>   |
| <b>NAME OF OFFEROR OR CONTRACTOR</b> |  |  |   |               |
| <b>ITEM NO.</b>                      | <b>SUPPLIES/SERVICES</b>   | <b>QUANTITY</b>  | <b>UNIT PRICE</b>   | <b>AMOUNT</b> |
|                                      | <p>REQUIRING ACTIVITY:</p> <p>NAME OF EXERCISE:<br/>           FUNCTION PERFORMED: (i.e. REST/TECH HALT)<br/>           LOCATION: (i.e. BOELKE KASERNE, KERPEN, GE, or YOUR<br/>           DIGIT MAIL CODE AND CITY)</p> <p>TIME PERIOD: ( i.e. FROM ____ TO ____ , UNLESS<br/>           OTHERWISE SPECIFIED BELOW.</p> <p>USING ACTIVITY:</p> <p>POC (US) CIVILIAN TELEPHONE<br/>           MILITARY TELEPHONE</p> <p>POC (EN) CIVILIAN TELEPHONE<br/>           MILITARY TELEPHONE</p> <p>COR: (PREFERABLY THE SAME AS POC)</p> <p><u>PART A - PERMANENT FACILITIES:</u></p> <p>Use of office space by ____ personnel Bldg. ____ , room ____</p> <p>Use of briefing room by ____ personnel Bldg. ____ , room ____</p> <p>Use of dining/messing facility by ____ personnel, Bldg. ____ ,<br/>           room ____</p> <p>Use of warming area by ____ personnel Bldg. ____ , room ____</p> <p>Use of recreational facilities by ____ personnel (Specify type, i.e.<br/>           theater, library, gymnasium, clubs, rec center, etc.).</p> <p>Use of hardstand/concrete space (Purpose of use, i.e. parking of<br/>           tracket/wheeled vehicles, etc.) ( Location of space)</p> <p>Use of unpaved space (Purpose of use) (Location of space)</p> <p>Use of vehicles/equipment holding area (Purpose of use) (Location<br/>           of area)</p> <p>Use of tactical set up area (Purpose of use) (Location of area)</p> | <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p></p> <p></p> <p></p> <p></p> <p></p> | <p>area</p> <p>area</p> <p>area</p> <p>area</p> <p>area</p> <p></p> <p>sqm</p> <p>sqm</p> <p>sqm</p> <p>sqm</p> |               |

| CONTINUATION SHEET            |  | REFERENCE NO. OF DOCUMENT BEING CONTINUED | PAGE  |        |
|-------------------------------|--|---|---|--------|
| NAME OF OFFEROR OR CONTRACTOR |  |   |   |        |
| ITEM NO.                      | SUPPLIES/SERVICES  | QUANTITY                                  | UNIT PRICE  | AMOUNT |
|                               | <u>PART G - PETROLEUM, OIL, LUBRICANTS (POL)</u><br>DIESEL (NATA SPEC ____ ) (specify winterized or not)<br>MOGAS (NATA SPEC ____ )<br>AVIATION FUEL, JP ____ (NATA SPEC ____ )<br>HEATING OIL (NATA SPEC ____ )<br>LUBRICATING OIL (NATA SPEC)<br>ABSORBENT MATERIAL FOR SPILLS<br><br><u>PART H - TRANSPORTATION</u><br>Transport ____ personnel from ____ to ____ on <u>date</u> , estimated ____ km.<br>Transport (list equipment) from ____ to ____ on <u>date</u> , estimated ____ km.<br>Transport ____ Kilogram cargo from ____ to ____ on <u>date</u> , estimated ____ km.<br>Rental of Sedans (numbers of passengers ____ vehicles x ____ days = ____<br>Rental of Vans (number of passengers) ____ vehicles x ____ days = ____<br>Rental of Bus (number of passengers; with or without driver)<br><u>ALL VEHICLES USED WILL MEET THE HNG SAFETY STANDARDS. ALL DRIVERS PROVIDED WILL BE PROPERLY LICENSED FOR THE VEHICLES THEY DRIVE.</u><br><br><u>PART I - MISCELLANEOUS</u><br>AMBULANCE SERVICES |   | liter<br>liter<br>liter<br>liter<br>liter<br>liter<br>kg<br><br>km<br>km<br>km<br>each<br>each<br>each<br><br>hours |        |

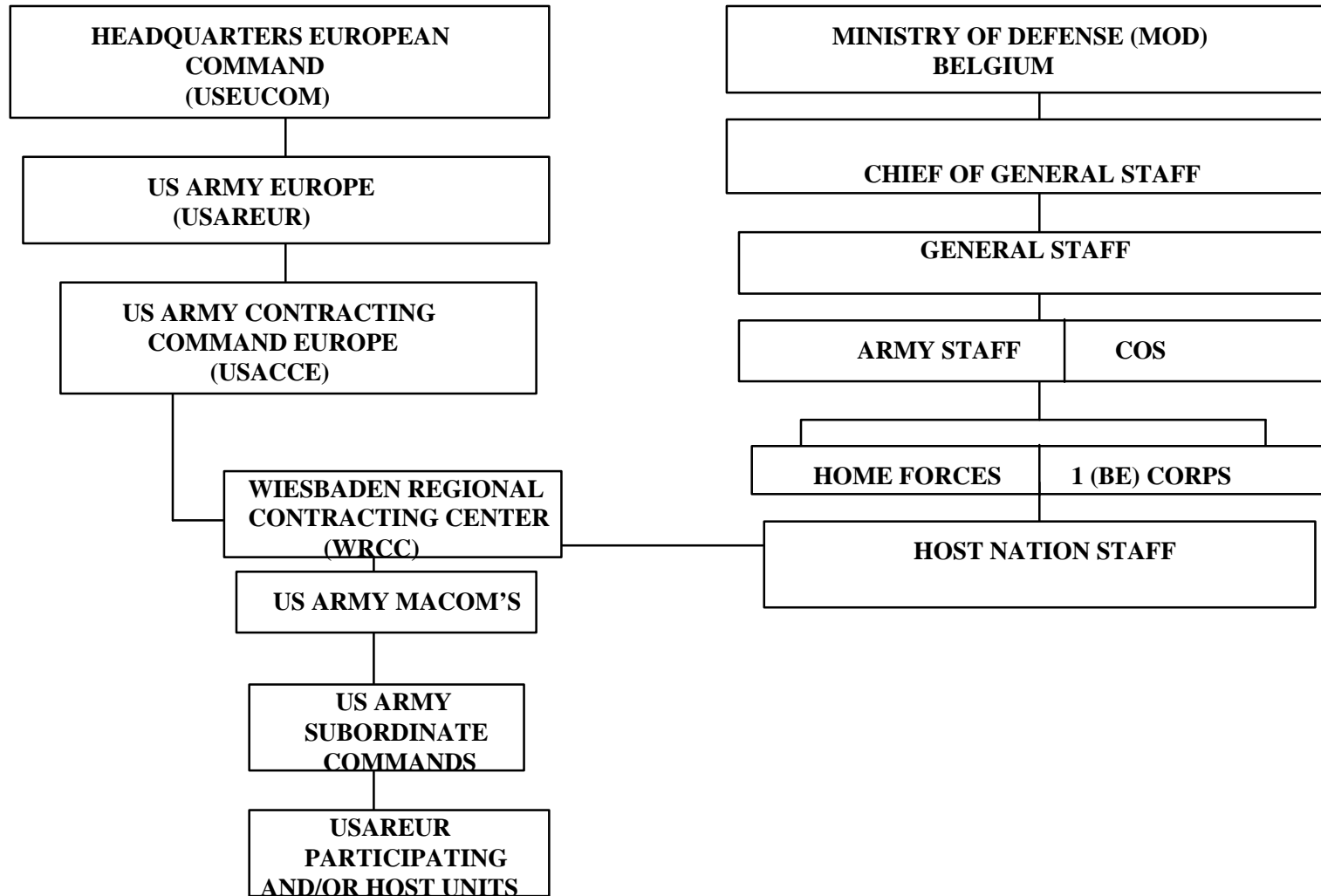
## NAME OF OFFEROR OR CONTRACTOR

| ITEM NO. | SUPPLIES/SERVICES                      | QUANTITY | UNIT PRICE | AMOUNT |
|----------|--|----------|------------|--------|
|          | MEDICAL/DENTAL SERVICES                |          | hours      |        |
|          | FIREFIGHTING SERVICES                  |          | hours      |        |
|          | MP SERVICES                            |          | hours      |        |
|          | CUSTOMS CLEARANCE SERVICES             |          | hours      |        |
|          | SECURITY/GUARD SERVICES                |          | hours      |        |
|          | LOADING/UNLOADING SERVICES             |          | hours      |        |
|          | ELECTRICAL/PLUMBING/CARPENTER SERVICES |          | hours      |        |
|          | STREET SWEEPING SERVICES               |          | hours      |        |
|          | SNOW REMOVAL SERVICES                  |          | hours      |        |
|          | JANITORIAL SERVICES                    |          | hours      |        |
|          | LAUNDRY SERVICES                       |          | kg         |        |
|          | SALT                                   |          | kg         |        |
|          | SAND                                   |          | kg         |        |
|          | GRAVEL                                 |          | kg         |        |
|          | STRAW                                  |          | kg         |        |

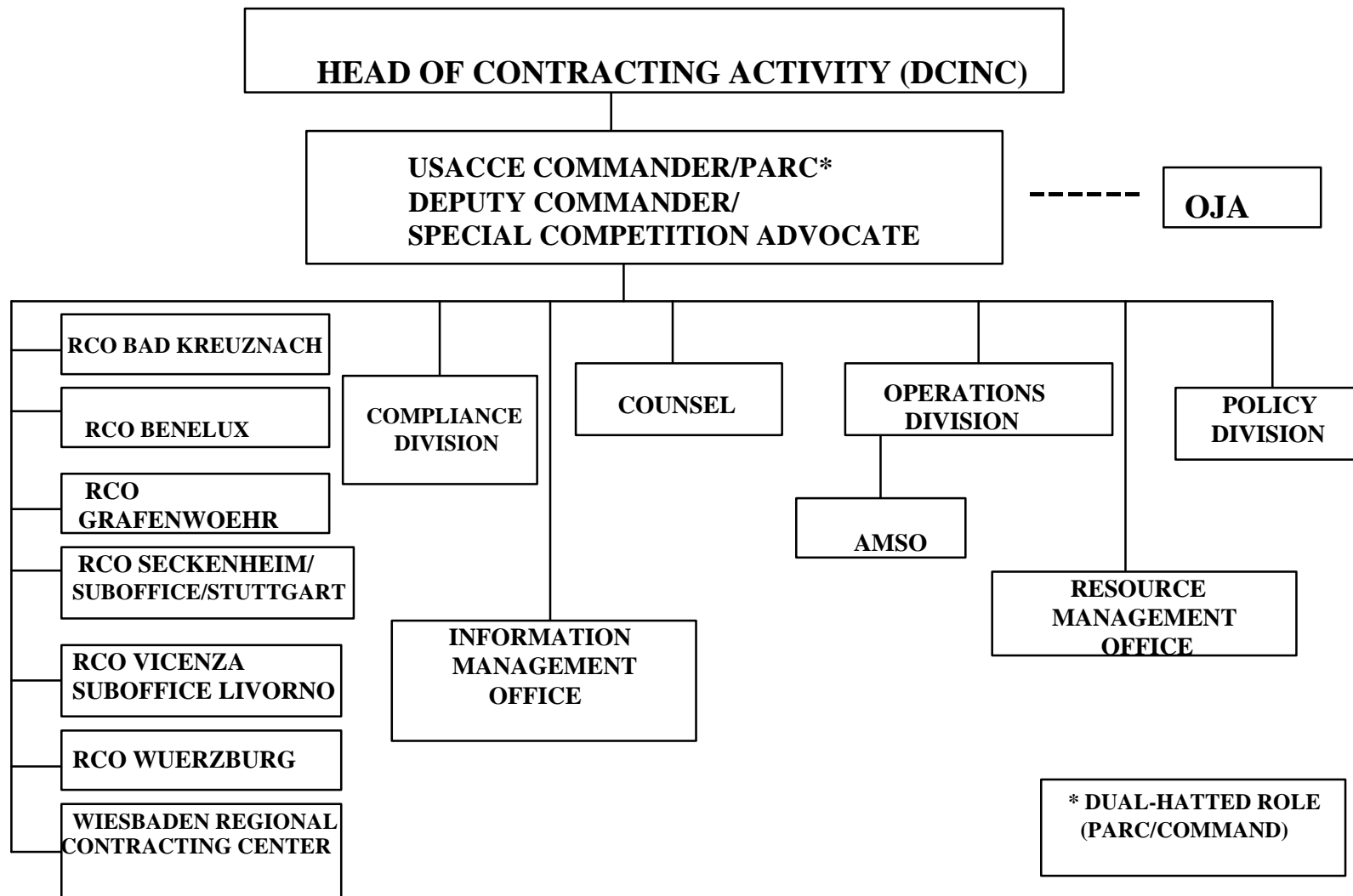
# ACQUISITION AUTHORITY



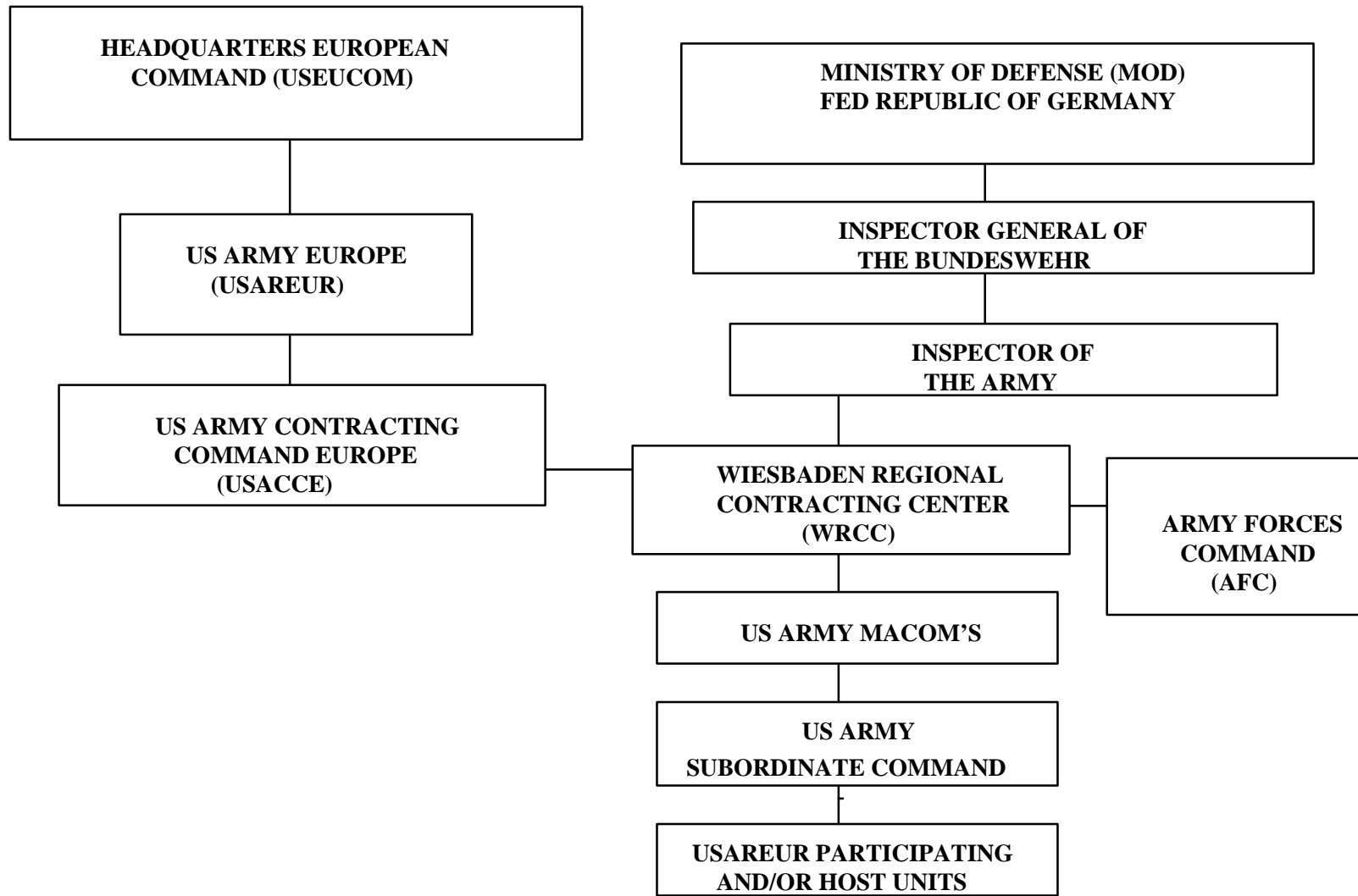
# BELGIUM



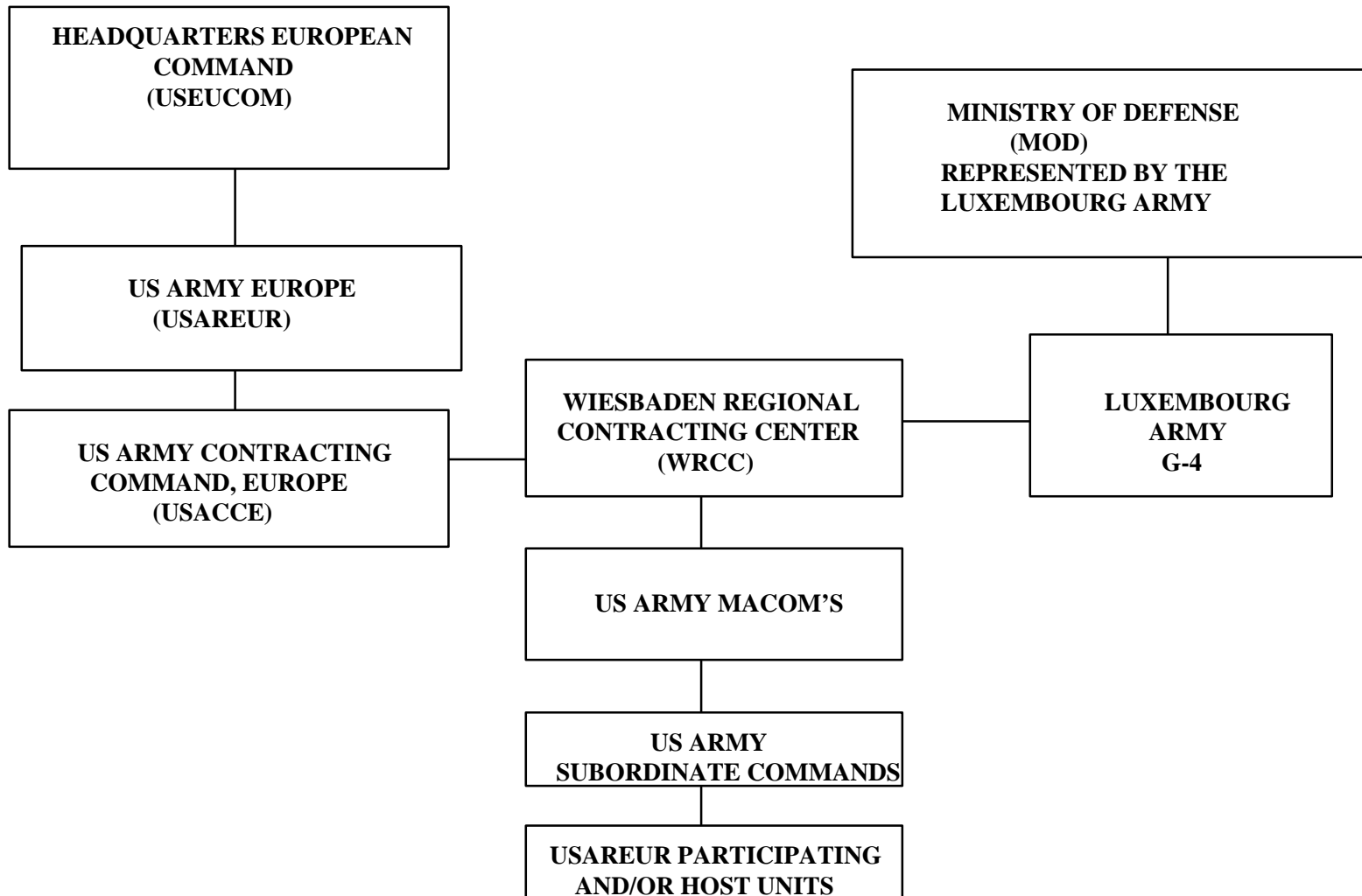
# CONTRACTING ORGANIZATION IN USAREUR



# FEDERAL REPUBLIC OF GERMANY

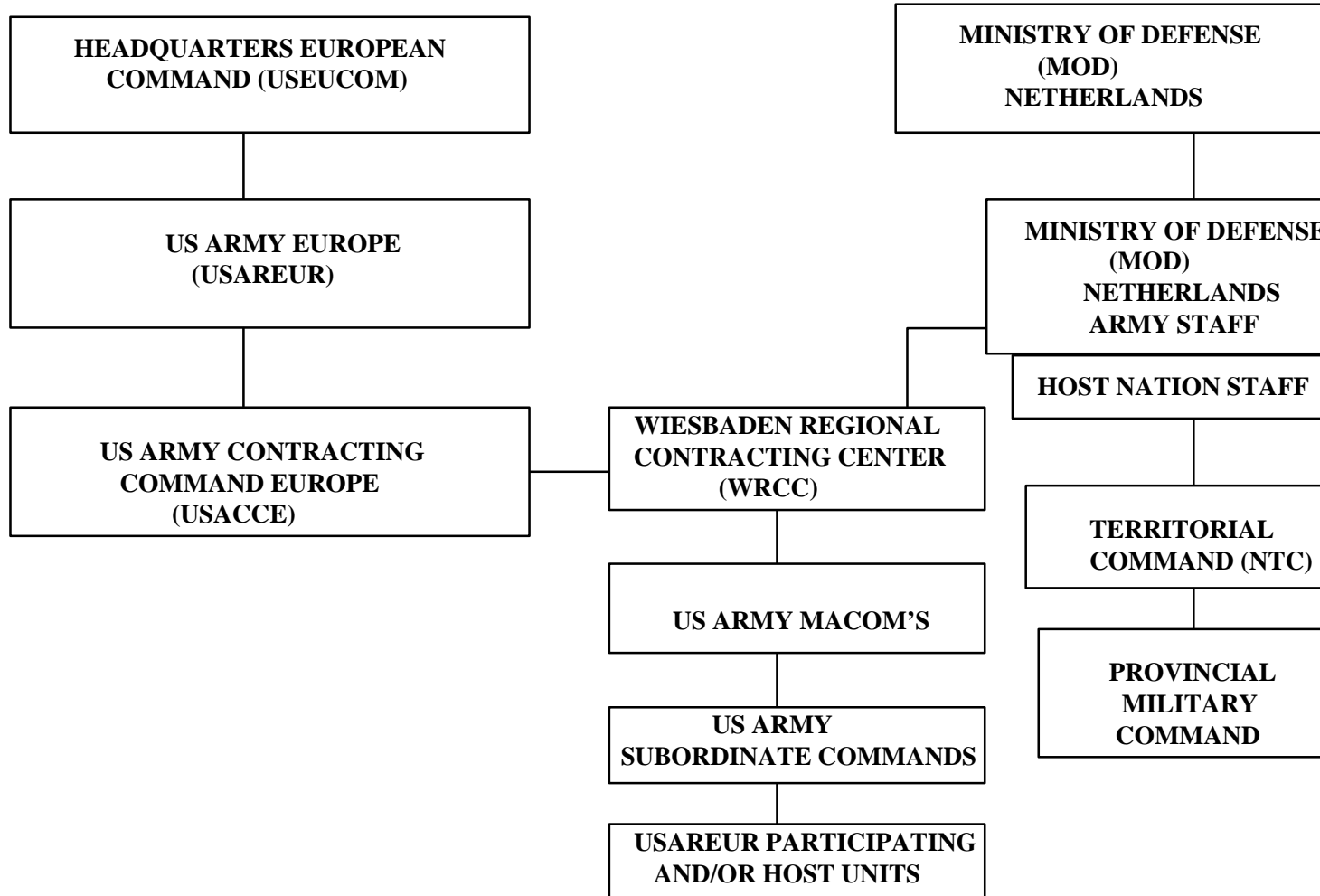


# LUXEMBOURG

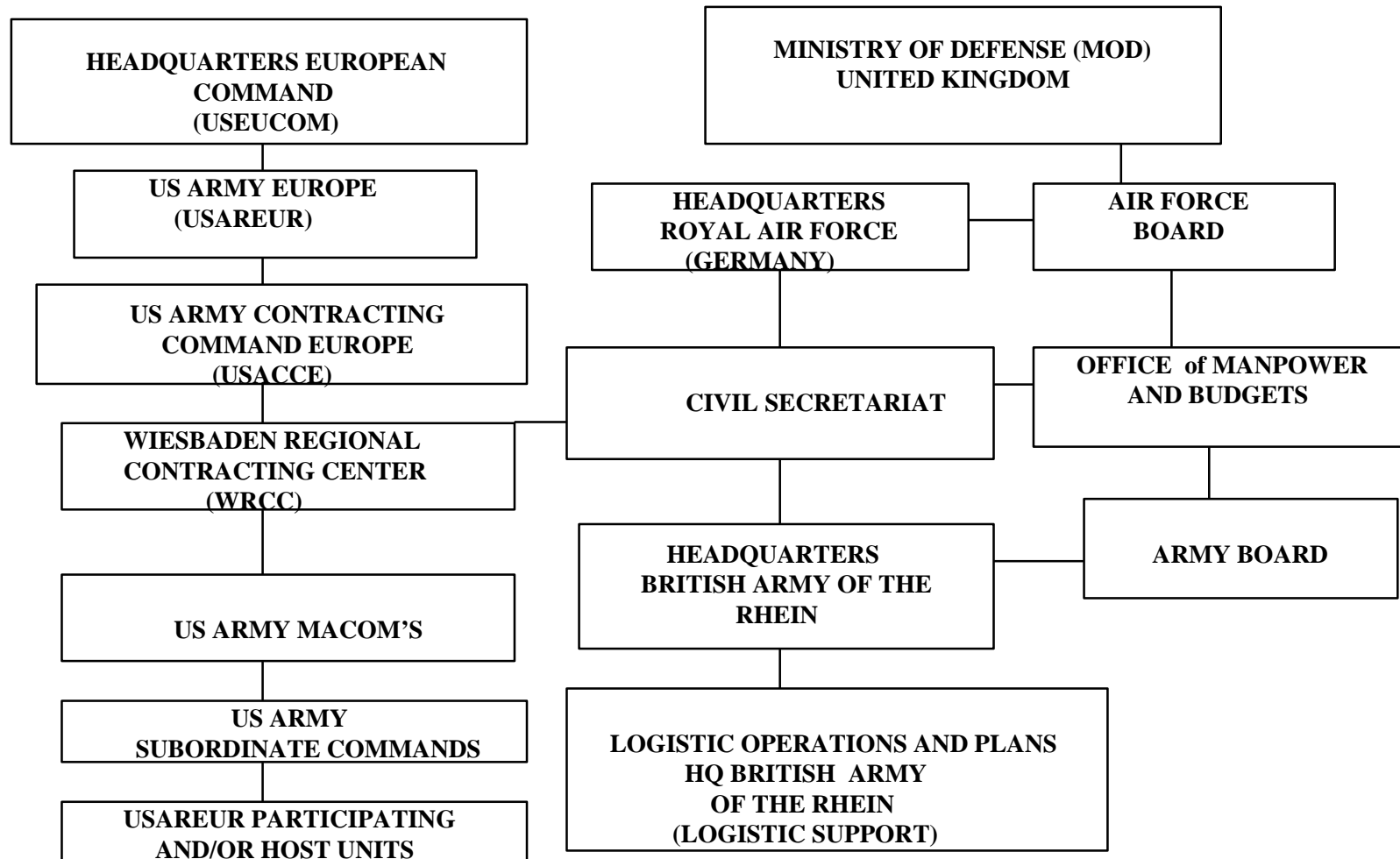




# NETHERLANDS



# UNITED KINGDOM



## SAMPLE PLOT PLAN

Shower Trailer (FS-Female Shower)

Portable Chemical Latrine (FL-Female Latrine)

Heater and Fuel Tank

Dumpster

Power drop

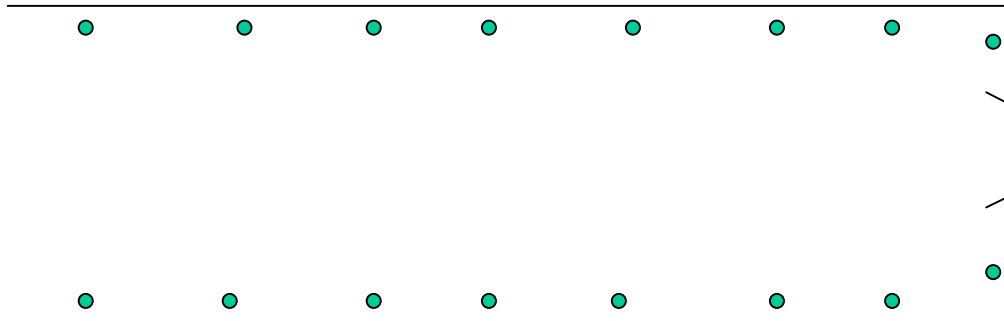
Elec. Outlets

Switch

Water Source

Sewage Outlets/Manhole

**\* USER TO INDICATE TYPE OF FACILITIES  
OR UTILITIES AND THERE LOCATION**

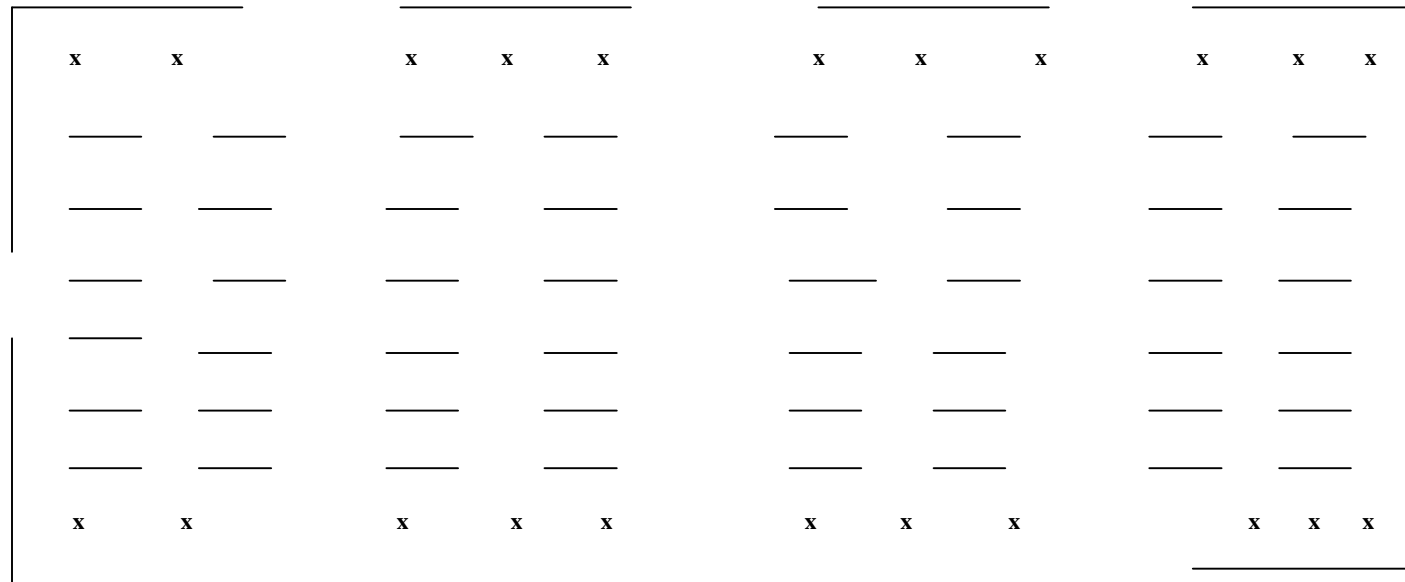


**DOORS, DRIVE THROUGH FLAPS ON BOTH ENDS  
5 METERS WIDE,  
STANDARD 220 V OUTLETS, EVERY 10m ON LONG SIDES  
ERECTED OVER 2 LANE WASH RACK  
NO FLOOR**

## SAMPLE PLOT PLAN

### (MAINTENANCE TENT)

2 EA. TENTS 16mx50m, ERECTED END TO END TO FORM A TOTAL OF 16mx100m



10 DOORS -5m WIDE, 4m HIGH

x STANDARD 220V ELECTRICAL OUTLETS

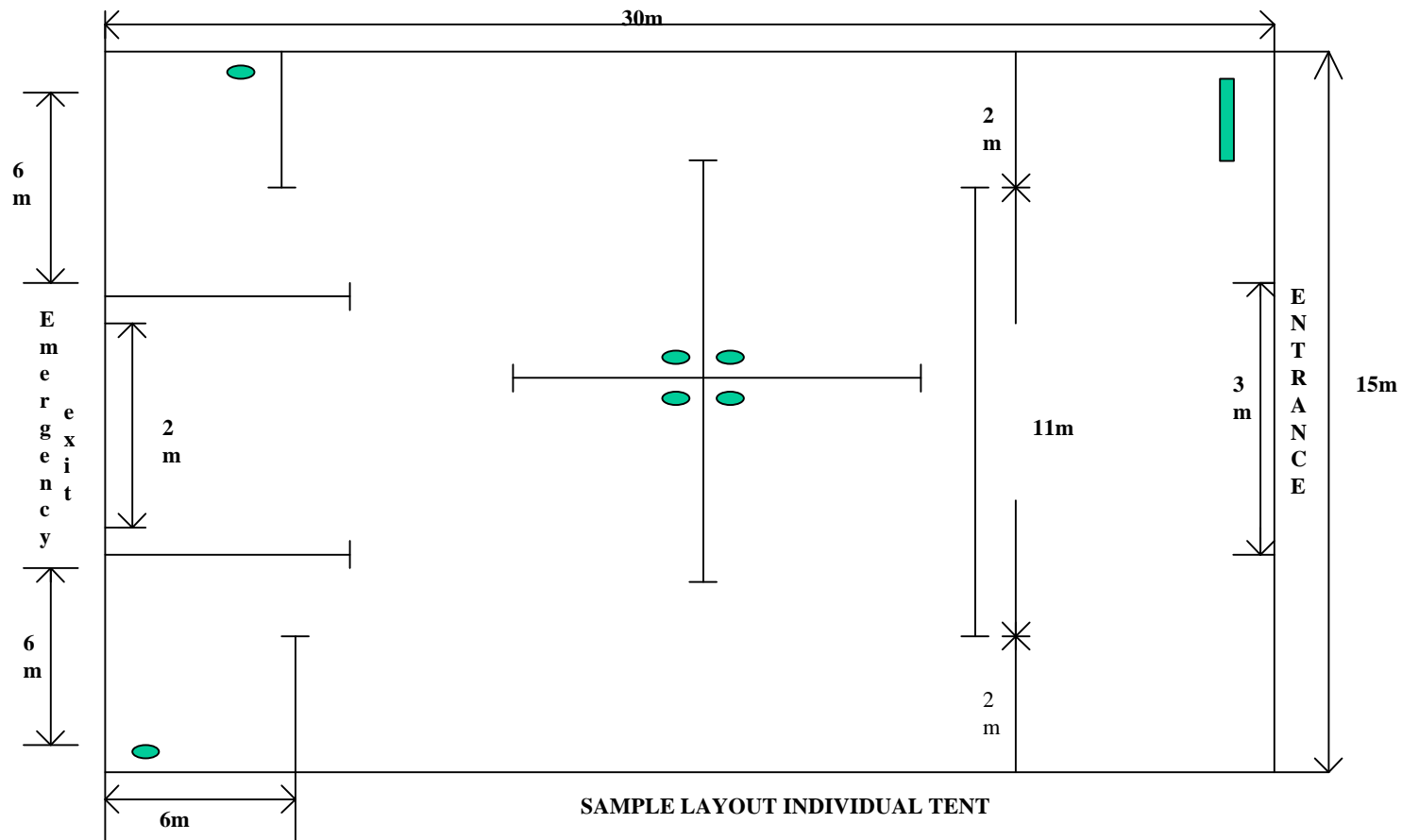
- LIGHTS, SUSPENDED AT LEAST 4m FROM FLOOR

NO FLOOR

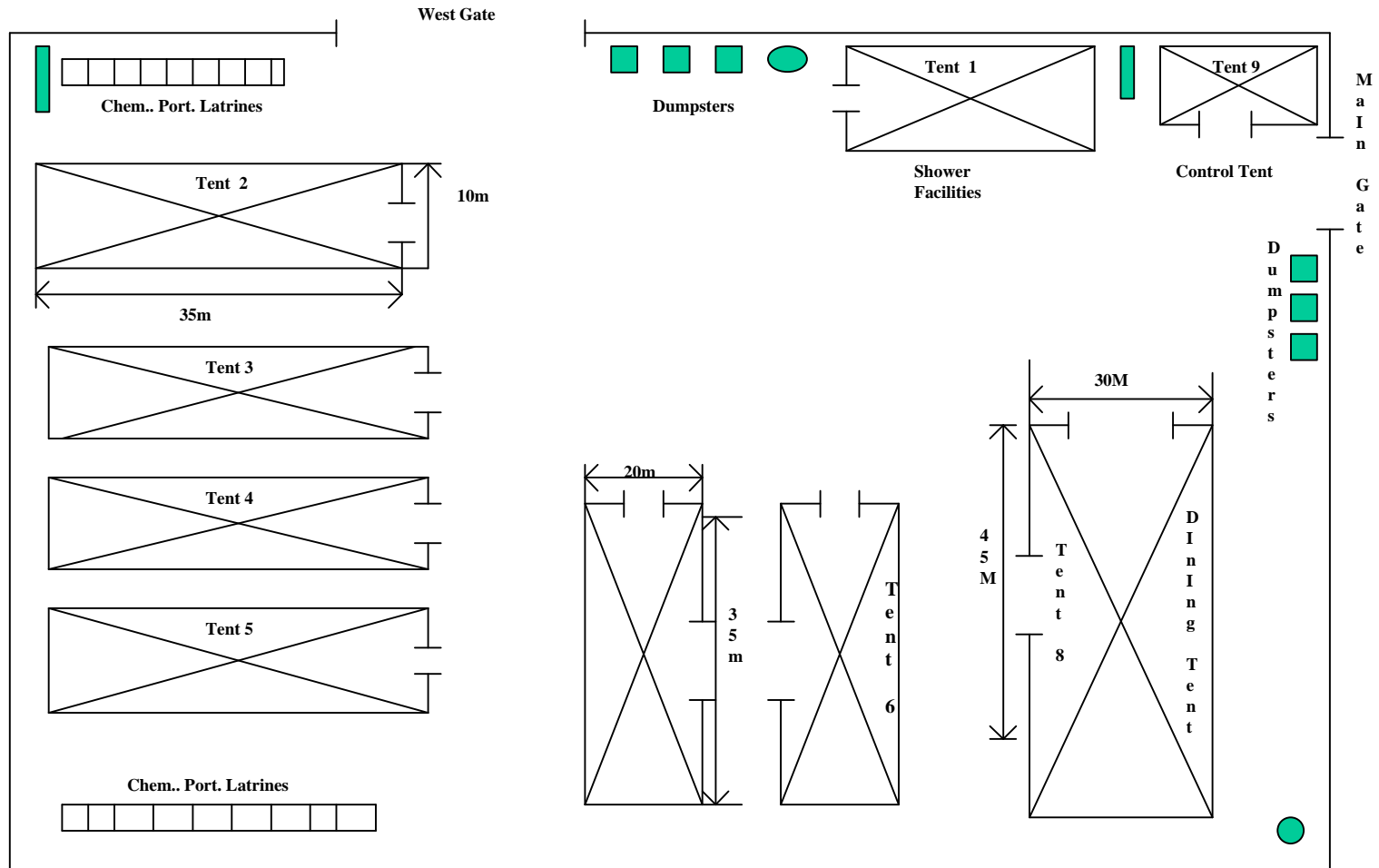
LEGEND: ● ELECTRICAL OUTLETS

■ ELECTRICAL DISTRIBUTION BOX

┌───┐ PARTITIONS



# **SAMPLE PLOT PLAN**



**LEGEND:**



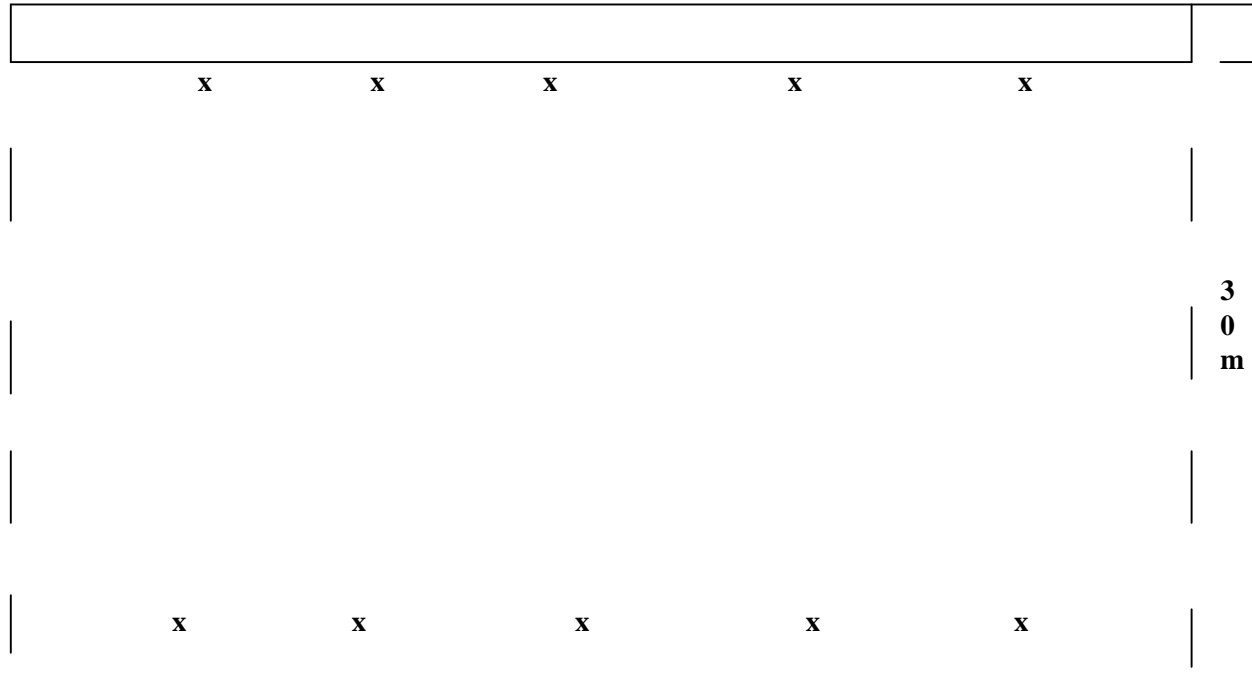
**ELECTRICAL DISTRIBUTION BOX**



**WATER HOOK UP**

# **SAMPLE PLOT PLAN**

**(WASH RACK TENT)**



**DOORS, DRIVE THROUGH FLAPS ON BOTH ENDS**

**4 METERS WIDE,**

**X STANDARD 220V OUTLETS, EVERY 10m ON LONG SIDES**

**ERECTED OVER 6 LANE WASH RACK**

**NO FLOOR**